

CORRECT BUSINESS LETTER WRITING AND BUSINESS ENGLISH

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**Correct English: A Complete Grammar; The Correct Word: How to
Use It; Correct English in the School; Correct English in the
Home; Ten Thousand Words: How to Pronounce Them;
How Can I Increase My Vocabulary; Art of Con-
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FOREWORD.

The business man and the commercial student are vitally interested in the subject of Correct Letter-Writing, not only because one's business success is facilitated by the ability to write correctly, but because the written word bears the impress of the education and culture of the writer. Every progressive, intelligent person is concerned about his English, for just as his deportment evidences his breeding, in a like manner, his letter betokens either his illiteracy or his culture.

The first essential in the writing of business letters is an understanding of correct usage as applied to both form and construction. In this text, the author has aimed to set forth the requisites of correct business letter-writing by covering, in the main, the following subjects:

Correct models of the Heading, the Introduction, and the Conclusion of letters; Paragraphing; Capitalization; Abbreviations (a complete alphabetic list); Business Usage as applied to special forms of diction.

That this text may serve its purpose as a desk-book of ready reference on correct business letter-writing and business English, for both the business man and the commercial student, is the earnest wish of the author,

J. T. B.

CORRECT FORMS FOR BUSINESS LETTERS

ESSENTIAL PARTS OF A LETTER.

The essential parts of a letter are as follows:

1. The **HEADING**.
2. The **INTRODUCTION**.
3. The **BODY** of the letter.
4. The **CONCLUSION**.
5. The **SUPERSSCRIPTION**.

Definition of Terms.

The **HEADING** of a letter consists of the name of the place at which the letter is written, and the date when it is written.

The **INTRODUCTION** of a letter consists of the address of the person to whom the letter is written, and the salutation.

The **BODY** of a letter is that which contains the written communication.

The **CONCLUSION** of a letter consists of the complimentary close and the signature.

The **SUPERSSCRIPTION** of a letter is the address on the envelope.

MODEL.

Milwaukee, Wis., October 15, 1910.

Messrs. Gould & Lincoln,

Madison, Wis.

Gentlemen:

Your letter of the 12th inst., inclosing check of \$25.00 in full payment of your account, is received.

Thanking you for your promptness in remitting, and hoping to receive further orders from you, we are

Very truly yours,

A. L. Johnson & Co.

By Sec.

The Heading.

The name of the town is not abbreviated, and is followed by a comma.

The name of the state is abbreviated, and is followed by a period and a comma.

The name of the month may or may not be abbreviated. When it is abbreviated, it is followed by a period; otherwise, it is not punctuated.

The day of the month is followed by a comma.

The date of the year is followed by a period.

The Introduction.

Note that *Messrs.* is followed by a period, it being an abbreviation of *Messieurs* (gentlemen).

Note that the name of the firm "Messrs. Gould & Lincoln" is followed by a comma.

Note that *Madison* is followed by a comma.

Note that *Wisconsin* is abbreviated and followed by a period. Compare this with the marks of punctuation in the address above.

Note that *Gentlemen* is followed by a colon; note also its position.

The Body of the Letter.

Note that the form *th* is used in the body of the letter, but not in the heading. It is not necessary to use the forms 1st, 2d, 3d, 10th, 15th, 22d when the name of the month is given, the present tendency being to omit them. When employed without the name of the month,

they should not be followed by a period, as they are not abbreviations.

Note that we write *2d*, *3d*, and not *2nd*, *3rd*.

Note that *inst.* is followed by a period, as it is an abbreviation.

Note the comma after *you*.

The comma is omitted after *am*, *are*, *oblige* and *remain*.

The Conclusion.

Note that neither *truly* nor *yours* is capitalized.

Note the comma after *yours*.

MODELS FOR THE HEADING OF BUSINESS LETTERS.

The **HEADING** should contain the full postal address of the writer. When long, it should be written on three lines; if not very long, it may be written either on two or three lines; when short, on one or two lines.

MODEL 1.

1201 Massachusetts Avenue,
Boston, Mass.,
October 15, 19..

MODEL 2.

201 Summit Ave., Boston, Mass.,
October 15, 1908.

OR

201 Summit Avenue,
Boston, Mass.,
October 15, 19..

MODEL 3.

Kewanee, Ill.,
October 15, 19..

OR

Kewanee, Ill., Oct. 15, 19..

Note.—If the number of the post-office box is necessary, the following is used:

Box 554,
Avondale, Mass.,
Oct. 15, 19..

OR

Box 554, Avondale, Mass.,
October 15, 19..

If the name of the county is necessary, the following is used:

Monroe, Green Co., Wis.,
October 15, 19..

NOTES.

1. The number of a street is indicated in figures; the street itself when expressed in numbers is written in figures if the number is large; if small (less than one hundred), the number is written in full; as, 1210 151st Street (or St.); 1201 Fifty-first Street (or St.).

2. A part of the heading should not be used at the beginning of the letter, and the rest at the close. The following is objectionable:

Boston, Mass.

* * * * *

Yours very truly,
John Brown,
1201 Summit Ave.

3. The name of the town should never be abbreviated. The name of the state is generally abbreviated unless short; Maine and Ohio should be written in full.

4. The date should be represented by words, not by figures; thus: October (or Oct.) 15, 1910, not 10—15—10.

5. When the heading consists of more than one line, the date should be placed on a separate line, as in the headings above; the following is incorrect:

201 Summit Ave.,
Boston, Mass., Oct. 15, 19...

MODELS FOR THE INTRODUCTION OF BUSINESS LETTERS TO MEN.

To an Individual.

MODEL.

Mr. John B. Brown,
1221 Michigan Ave.,
Chicago, Ill.

Dear Sir:

Your letter, etc.

OR

Mr. John B. Brown,
Chicago, Ill.

Dear Sir:

Your letter, etc.

To Firms.

MODEL 1.

Messrs. Lyon & Healy,
245 S. Wabash Ave.,
Chicago, Ill.

Gentlemen:

Your letter, etc.

OR

Messrs. Lyon & Healy,
Chicago, Ill.
Gentlemen :
 Your letter, etc.

MODEL 2.

Messrs. A. C. McClurg & Co.,
218 S. Wabash Ave.,
Chicago, Ill.
Gentlemen :
 Your letter, etc.

OR

Messrs. A. C. McClurg & Co.,
Chicago, Ill.
Gentlemen :
 Your letter, etc.

MODEL 3.

Messrs. Brown, Grey & Co.,
2205 Dearborn St.,
Chicago, Ill.
Gentlemen :
 Your letter, etc.

OR

Messrs. Brown, Grey & Co.,
Chicago, Ill.
Gentlemen :
 Your letter, etc.

When the introduction consists of four lines, the body of the letter frequently begins on the same line as the salutation; a dash then follows the colon. Sometimes the dash is used when the body of the letter is not on

the same line as the salutation, but the present tendency is to omit it. Thus:

Mr. John Brown,
220 Dearborn St.,
Chicago, Ill.
Dear Sir: Your letter, etc.

OR

Mr. John Brown,
220 Dearborn St.,
Chicago, Ill.
Gentlemen:
Your letter, etc.

The following are correct salutations for business letters to men:

Singular.	Plural.
Dear Sir: (formal)	
My dear Sir: (more formal)	Gentlemen:
Sir: (most formal)	

Note.—*Gentlemen* is preferred to *Dear Sirs*, when addressing either a firm or a corporation. *Sirs* is always objectionable. In business letters, where a cordial relation exists, it is correct to use the salutation, "My dear Mr. Blank." "My dear Friend," or "Dear Friend" is objectionable. *My* is necessarily omitted from all salutations, whether formal or informal, when the letter is written in the plural and signed by a company or a firm.

To Corporations.

The Correct English Publishing Company,
Evanston, Ill.
Gentlemen:
Your letter, etc.

Note 1.—The title *Messrs.* is used before firm names ending with “& Co.” *Messrs.* is not used when & is omitted. Compare the foregoing model with those which precede it.

Note 2.—When addressing a corporation, the article *the* must be used, if employed by the company; the word *company* is written in full. When & precedes *company*, the latter may be abbreviated.

Note 3.—While the number and the name of the street are often omitted from the address, the name of the town and of the state is generally employed; thus: the foregoing models are preferable to the following:

Mr. John Brown,

Dear Sir:

Note 4.—The salutation is sometimes followed by a comma and a dash, or simply by a comma. The use of the comma is regarded as less formal than that of the colon, and so is more especially adapted to letters of a friendly or an informal nature. In letters of a strictly business nature, the colon is preferable. Again, there is a growing tendency to use the colon in all letters formal and informal, whether of a business or a social nature. When the comma is used, or the comma and the dash, the address is then placed at the bottom of the letter and at the left side of the page; thus:

My dear Mr. Brown,

Your letter, etc.

* * *

Very sincerely yours,

Mr. John Brown,
Chicago, Ill.

OR

My dear Mr. Brown,
Your letter, etc.

* * *

Very sincerely yours,

Mr. John Brown,
2020 Michigan Ave.,
Chicago, Ill.

The following model is suggested as in accordance with the present tendency; namely, to use the colon even when the letter is informal:

My dear Mr. Brown:
Your letter, etc.

* * *

Very sincerely yours,

Mr. John Brown,
Chicago, Ill.

MODELS FOR THE INTRODUCTION OF BUSINESS LETTERS TO MARRIED WOMEN.

To an Individual.

Mrs. John J. Brown,
330 S. Wabash Ave.,
Chicago, Ill.
Dear Madam:
Your letter, etc.

OR

Mrs. John J. Brown,
Chicago, Ill.
Dear Madam:
Your letter, etc.

To a Firm.

Mesdames Brown & Gray,
330 S. Wabash Ave.,
Chicago, Ill.

Ladies:

Your letter, etc.

OR

Mesdames Brown & Gray,
Chicago, Ill.

Ladies:

Your letter, etc.

**MODELS FOR THE INTRODUCTION OF BUSINESS LETTERS TO
UNMARRIED WOMEN.**

MODEL 1.

Miss Mary Brown,
330 S. Wabash Ave.,
Chicago, Ill.

Dear Madam:

OR

Miss Mary Brown,
Chicago, Ill.

Dear Madam:

MODEL 2.

Miss Mary Brown,
330 S. Wabash Ave.,
Chicago, Ill.

Dear Miss Brown:

Your letter, etc.

OR

Miss Mary Brown,
Chicago, Ill.

Dear Miss Brown:

Your letter, etc.

MODEL 3.

Miss Mary Brown

3305 Wabash Ave.

Chicago, Ill.

My dear Miss Brown:

Your letter, etc.

OR

Miss Mary Brown,

Chicago, Ill.

My dear Miss Brown:

Your letter, etc.

Salutations for Married Women.

SINGULAR.

Dear Madam: (formal)

My dear Madam: (more formal)

Madam: (most formal)

PLURAL.

Ladies:

Salutations for Unmarried Women.

SINGULAR.

Dear Miss Blank: (formal)

My dear Miss Blank: (more formal)

Dear Madam: (most formal)

PLURAL.

Ladies:

The title *Madam* is now generally used when addressing unmarried as well as married women, especially when the woman occupies a dignified position or is elderly. Because of the association of this title with dignity and age, many writers use it only when addressing a woman

known to hold a position of importance, using instead
“My dear Miss Blank.”

**MODELS FOR THE INTRODUCTION OF LETTERS IN WHICH
BUSINESS TITLES ARE REQUIRED.**

Business Titles.

MODEL 1.

Mr. James B. Blank,
President, U. S. Mfg. Co.
Chicago, Ill.
Dear Sir: Your letter, etc.

MODEL 2.

Mr. B. H. Brown,
Department Manager, Ill. Mfg. Co.
Dear Sir:
Your letter, etc.

Although many persons write the title immediately after the person's name, the forms given above are preferable, for the reason that the title of *President* or *Manager*, for example, is not separated from the name of that which is presided over or managed.

The titles may be abbreviated to read, respectively, *Pres.* and *Dept. Mgr.*

The comma after the title (*President*, *Manager*) indicates the omission of *of* and *the*.

SPECIAL FORMS OF INTRODUCTIONS.

1. Brown & Green, Inc.

1. Messrs. Brown & Green, Inc.,
Chicago, Ill.
Gentlemen:

2. Firm Composed of a Man (or Men) and Married Woman (or Women).

2. Mr. John Gray & Mrs. Jane Brown,
Chicago, Ill.
Dear Sir and Madam:
Messrs. Gray & Black and Mesdames Brown &
White,
Chicago, Ill.
Gentlemen and Ladies:

3. Firm Composed of a Man (or Men) and Unmarried Woman (or Women).

3. Use *Miss* and *Misses* in the place of *Messrs.* and *Mesdames*.

4. Firm Composed of a Married Woman (or Women) and a Single Woman (or Women).

4. Mrs. John Brown & Miss Jane Green,
Chicago, Ill.
Ladies:
Mesdames Brown & White & Miss Green,
Chicago, Ill.
Ladies:
Mrs. John Brown & Misses Green & White,
Chicago, Ill.
Ladies:

5. Firm Composed of Two or More Unmarried Women.

5. Misses Green & White,
Chicago, Ill.
Ladies:

6. Firm Composed of Two or More Married Women.

6. Mesdames Brown, White & Green,
Chicago, Ill.
Ladies:

7. The Toggery.

7. The Toggery,
Chicago, Ill.
No salutation.

8. A Clergyman and His Wife.

8. Rev. Mr. and Mrs. Gray,
Chicago, Ill.
Dear Sir and Madam:

OR

Dear Rev. and Mrs. Gray (or My dear, etc.).

9. A Doctor and His Wife.

9. Dr. John and Mrs. Blank,
Chicago, Ill.
Dear Sir and Madam:

OR

Dear Dr. and Mrs. Blank:

10. Moore & Moore Iron Works.

10. Moore & Moore Iron Works,
Chicago, Ill.
No salutation.

11. H. R. Edland's Electrical Works.

11. H. R. Edland's Electrical Works,
Chicago, Ill.
No salutation.

12. San Pedro Meat Market.

12. San Pedro Meat Market,
Chicago, Ill.
No salutation.

13. Thompson's (Business Firm).

13. Thompson's,
Chicago, Ill.
No salutation, *store* being understood.

Note.—By prefacing 10, 11, 12 and 13 with *Manager*, a salutation [Dear Sir] may be used.

14. John Wanamaker.

14. Mr. John Wanamaker,
New York City.
Dear Sir:

TITLES USED IN SECULAR PROFESSIONS.

To the President of a College.

President John L. Blank, LL. D.,
Northwestern University,
Evanston, Ill.
Dear Sir:

Note.—If the president of the college is a clergyman, the first line of the address should read:

Reverend John L. Blank, LL. D.,
President, Northwestern University,
Evanston, Ill.
Dear Sir:

Note.—Other forms of the salutation are “Reverend and Dear Sir” and “Reverend Doctor.”

To a Professor.

Professor John Blank, Ph. D.,
Department of Chemistry,
Northwestern University,
Evanston, Ill.
Dear Sir:

In the case of intimacy, the salutation may read: “My dear Professor,” or “My dear Professor Blank.” (*Professor* must be written in full in both instances.)

OR

Dr. John Blank,
Professor of Chemistry,
Northwestern University,
Evanston, Ill.
Dear Sir:

In case of intimacy, the salutation may read: "My dear Doctor (or Dr.) Blank," or "My dear Doctor." If the name is omitted, *Doctor* must be written in full.

Note.—The title of *Doctor* is used only if the holder is properly entitled to it.

The title of *Professor* is properly employed only when the teacher holds a scholastic degree.

To a Physician.

Dr. John Blank,
Chicago, Ill.
Dear Sir:

OR

John Blank, M. D.,
Chicago, Ill.
Dear Sir:

In case of intimacy, the salutation may read: "My dear Doctor (or Dr.) Blank." If the name is omitted, *Doctor* must be written in full.

Note 2.—It is not correct to use the title *Mr.* or *Dr.* when the degree *M. D.* is used; thus: "Mr. Hiram Smith, M. D.," or "Dr. Hiram Smith, M. D.," must never be used.

To a Lawyer.

Mr. John Blank,
Attorney at Law,
Chicago, Ill.
Dear Sir:

OR

John Blank, Esq.,
Attorney at Law,
Chicago, Ill.
Dear Sir:

Note.—The title may immediately follow the name; as, “John Blank, Esq.”

The double title “Mr. John Brown, Esq.,” is incorrect.

In the case of women holding official positions or possessing titles, the same rules obtain as in the case of men. Thus, a woman is addressed as *Doctor* or *Professor*, etc., the same as if she were a man.

Esq. applies especially to members of the legal profession. It is often used, however, interchangeably with *Mr.*

MODELS.

Miss Mary Gray, A. M.,
President, Wayland College,
Wayland, Ohio.
Dear Madam:

Note.—When there is sufficient acquaintance, the form “Dear Miss Blank,” or “My dear Miss Blank,” may be used.

Mrs. Mary Blank, Ph. D.,
Professor of English Literature,
Wayland College,
Wayland, Ohio.
Dear Madam:

Dr. Mary Blank,
Chicago, Ill.
Dear Madam:

Note.—In the models that follow (pp.22-28) the parts may be margined up as in letters to business firms. Many writers, however, prefer to use the older style.

**MODELS FOR THE INTRODUCTION AND THE SUPERScription
OF LETTERS TO THE CLERGY.**

To a Cardinal.

(Introduction.)

To His Eminence, Cardinal Blank,
Cathedral, New Orleans, La.
Most Eminent Sir:

Note.—Another form of the salutation may read,
“Most Eminent and Reverend Sir.”

(Conclusion.)

I have the honor to remain,
Most Eminent Sir,
Your obedient servant,
JAMES BROWN.

Note.—Sometimes the complimentary close is amplified as follows:

I have the honor to remain,
Most Eminent Sir,
With profound respect,
Your obedient and humble servant,
JOHN BROWN.

To an Archbishop.

(Introduction.)

Most Reverend Archbishop Blank,
Archbishop of Chicago,
Cathedral of the Holy Name.
Most Reverend Sir:

Note.—Sometimes the Christian name is used thus:
Most Reverend Archbishop John Blank.

Other forms of the salutation may be: Most “**Reverend and Respected Sir,**” or Most Reverend and Dear Sir; the latter form, however, is used only by a clergyman or a friend.

(Conclusion.)

I have the honor to be,
Most Reverend Sir,
Your obedient servant,
JAMES BROWN.

Note.—Instead of “Most Reverend Sir,” the form may be “Most Reverend and Dear Sir,” or “Most Reverend Archbishop.”

To a Bishop.

(Introduction.)

Right Reverend Bishop Blank,
Bishop of Chicago,
Cathedral, Chicago, Ill.
Right Reverend Sir:

Note.—Other forms of the salutation are: Right Reverend and Dear Sir, or Right Reverend and Dear Bishop.

(Conclusion.)

I have the honor to remain,
Right Reverend Sir,
Your obedient servant,
JOHN BROWN.

Note.—Instead of “Right Reverend Sir,” “Right Reverend and Dear Sir,” or “Right Reverend and Dear Bishop,” may be used.

To a Rector of a Religious House.

(Introduction.)

Very Reverend John Blank, O. S. B.,
Rector, Brothers of St. Francis,
Elgin, Ill.

Very Reverend Sir:

Note.—The Provincial of an order or a Prior is addressed in the same way, the words Provincial of—Order or Prior being substituted for the word *Rector*.

To a Priest.

(Introduction.)

Reverend John Blank,
St. Michael's Church,
Chicago, Ill.

Reverend Sir:

OR

Reverend Father John Blank,
St. Michael's Church,
Chicago, Ill.

Reverend Sir:

OR

Reverend Father Blank,
St. Michael's Church,
Chicago, Ill.

Reverend Sir:

In addressing a minister, the same style is used as in addressing a priest, except that, instead of *Father* the title *Mr.* is used. The salutation may be placed at the beginning and the rest of the introduction at the close of the letter; thus:

Reverend Sir:

(Body of the letter.)

The Reverend James Long,
Chicago, Ill.

While the article *the* is used at the close of the letter and in the superscription (address on the envelope), it is not generally employed in the salutation.

The title *Mr.* with the Christian name as well, is not necessary with *Rev.* Thus: one writes either: "Rev. Mr. Long," or "Rev. James Long." "Rev. Long," or "The Rev. Long" is always incorrect.

Again while *Reverend* is often abbreviated in the first line of the introduction, it should always be written in full in the salutation. In fact, as has been stated, all professional titles, other than *Dr.*, should be written in full in the salutation; as: *My dear Professor James; Dear Colonel Clark; My dear Captain Maxon.*

To a Female Superior of a Religious Order.

(Introduction.)

Mother Mary,
Superior, Convent of Notre Dame,
Notre Dame, Ind.

Reverend Mother:

Note.—Some authorities give the form *Dear Madam* as the correct salutation, this being in conformity with the salutation used in addressing a male superior of a religious order.

To a Female Member of a Religious Order.

Sister (or Sr.) Hilda,
Sacred Heart Academy.
Dear Sister:

**MODELS FOR THE INTRODUCTION AND THE SUPERScription
OF LETTERS TO GOVERNMENT OFFICIALS.****President.**

To the President,
White House,
Washington, D. C.

Sir:

Vice President.

To the Vice President of the United States,
Senate Chamber,
Washington, D. C.

Sir:

Speaker of the House of Representatives.

To the Speaker of the House of Representatives,
Washington, D. C.

Sir:

Chief Justice of the United States.

The Chief Justice of the United States,
Washington, D. C.

Sir:

Note.—The superscriptions used in addressing all the foregoing individuals are the same as the addresses in the letter, the only difference being that *to* is omitted.

In all the introductions, with the exception of the last, observe that the preposition *to* is the introductory word. Note also that the name of the individual holding the office is not used in the models given, as it is customary to address the office rather than the individual holding it. With the exception of the President, however, some writers prefer to use the name of the individual in the address. Thus:

To the Honorable John J. Blank,
Vice President of the United States,
Senate Chamber,
Washington, D. C.

In the following address, the name of the individual is always used:

Justice of Supreme Court.

Hon. John J. Blank,
Justice, Supreme Court of the United States,
Washington, D. C.

Sir:

Cabinet Officers.

Note.—In addressing Cabinet Officers, the name of the individual may be omitted.

The Secretary of the Treasury,
Washington, D. C.

Sir:

Note.—In the superscription, the following models are used:

The Honorable
The Secretary of the Treasury,
Washington, D. C.

The Honorable
The Attorney-General,
Washington, D. C.

The Honorable
The Postmaster-General,
Washington, D. C.

Officers of the Army.

Major-General John J. Blank,
Washington, D. C.

Sir:

Officers of the Navy.

Admiral John J. Blank,
Washington, D. C.

Sir:

Members of Congress.

Hon. John J. Blank,
Washington, D. C.

Sir:

Note.—“Dear Sir” may also be used.

Note.—The superscription should read:

Hon. John J. Blank, M. C.,
Washington, D. C.

Governors.

His Excellency John J. Blank,
Springfield, Ill.

Sir:

THE BODY OF THE LETTER.

The BODY of the letter is that which contains the written communication.

1. The Date.

In business letters, the writer should mention the date on which the letter that he is answering, was written. This is necessary in order that the recipient may have no difficulty in understanding to what letter the writer refers.

Expressions like the following are used:

(a) “I have your letter of the 15th inst.,” or “I have received your letter of the 15th inst.”

(b) “Your letter of the 15th inst. is received” (or has been received). (When the month is named, *th* (or *st*, *d*, etc.) is now generally omitted.)

(c) “In accordance with your letter of the 15th inst.,

we are sending you," etc. (Some writers prefer to begin a letter somewhat as in the last model, in order to avoid the set form in the first two.)

(d) "Replying to your letter of the 15th inst., we quote you a price," etc.

Instead of beginning a letter with such expressions as, "Replying to your letter," etc., "Acknowledging your letter," etc., some writers prefer to come directly to the subject as follows: "The price of the books to which you refer in your letter of the 15th inst. is," etc.

2. The Form.

An inch of space should be left on each side of the body, if the letter is long; if short, a very wide margin can be left.

3. The Initial Word.

The initial word is placed an inch to the right of the margin of the introduction below the salutation. Some writers place it just under the colon. If the introduction consists of more than three lines, the initial word may be placed on the same line with the salutation. The dash is then sometimes followed by a colon.

THE PARAGRAPH.

A letter, when long, is divided into parts called paragraphs.

The paragraph deals with a single subject, a change of subject requiring a change of paragraph. The sentence expresses an idea or a fact; the paragraph expands the idea or the fact, bringing out such essentials as are necessary to express it comprehensively. Just as in a sentence only related ideas or facts are introduced, so in a paragraph, the same unity of expression must be secured.

1. The Structure.

(a) The paragraph may be composed of a single sentence, as:

"Under the circumstances, I have no hesitation in advising you to come at once, for you can undoubtedly secure a position here immediately upon your arrival."

(b) The paragraph may be composed of two or more sentences; and, when this is the case, care must be taken to see that the sentences are logically and closely related to one another; as:

"I believe that a conference of representatives of all forest schools and universities and colleges in which forestry is taught, might be made of great value to the general progress of forestry in the United States, as well as to the institutions which teach forestry, and to the Forest Service, which employs so many of their graduates, and which is vitally interested in the best training of foresters. Such a conference might well consider the objects and methods of forest instruction, the organization and standards of educational work in the field of forestry, the co-ordination of the work of different institutions, and the needs of the Forest Service and other employers of forest graduates."

2. The Connectives.

Connectives are words used to join the parts of a paragraph. The most important are: *and, but, or, nor, either, neither, however, therefore, consequently*. As a rule, connectives, or conjunctions, as they are also called, are used to join clauses, and not independent sentences (clauses are separated by commas, semicolons, colons, while sentences are separated by periods); but, occasionally, they are used to introduce sentences, and even new paragraphs. Conjunctions, used otherwise than as con-

nectives of clauses, should be sparingly employed. Adverbs like *again*, *now*, *doubtless*, *undoubtedly*, *certainly*, *surely*, are frequently used to introduce a new paragraph.

3. The Form.

The paragraph is indented; that is, the initial word begins a little to the right of the margin. The space between the last line and the paragraph that follows is generally a little wider than between that of the lines of the paragraph itself.

(Letter exemplifying the paragraph.)

Dear Madam:

Our semi-annual clearance sale of black and colored dress goods remnants commences next Monday, January 10.

The fame of this event has traveled so far, and its opportunities are so widely realized, that there is little or nothing we can say to further increase the suprising interest which always greets its announcement.

In two tremendous lots at 50c and 65c are to be found remaining cut lengths of all the best-selling dress goods we have had in stock during the past six months.

Regardless of elegance of quality, exclusiveness, or beauty of design and color, and the fact that all are \$1.50, \$2, \$3, and \$4, grades, the entire range in the above two lots will be sold at 50c and 65c.

Dress patterns, imported from Paris, and sold during this sale at the very low price of \$5 each, are also an important attraction. They are all \$15 values, and comprise both black and colors. Others, at \$7.50 and \$10, are reduced from \$17.50 and \$25.

The above will all be found in the Wabash building, first floor.

36 to 50-inch dress goods, black and colors, will be

found in the basement at 35c—values up to \$1; at 25c—values up to 75c.

The time set for the sale is 8 o'clock.

A sales force, and floor space, both in excess of those in any previous sale, insure better service and greater convenience and comfort than ever.

Trusting that we may be favored with your attention, we are

Respectfully yours,
MANDEL BROTHERS.

A TABULATED LIST.

A tabulated list, or a statement of particulars, is detached from the body of the subject matter, and each particular is indented, the initial words being at equal distance from the margin. Any word or words that are carried over the line are themselves indented; thus:

We are sending you by U. S. express, the following books:

The Art of Conversation
The Art of Social Letter-Writing
How Can I Increase My Vocabulary?

Punctuation marks are now rarely used in a tabulated list, except where the items follow one another on the line; as:

We are sending you by U. S. express the following books: THE ART OF CONVERSATION, THE ART OF SOCIAL LETTER-WRITING, and HOW CAN I INCREASE MY VOCABULARY?

Matter to be featured is set off as follows:

1. There are two ways of conducting business—by messenger service and by mail; thus:

1. A sends an offer by his office boy to B. B delivers his acceptance to the boy.

2. A makes an offer by mail, requesting a reply by mail, etc.

THE WRITING OF AMOUNTS IN BUSINESS LETTERS.

2. Amounts are written in three ways: (a) in full followed by figures in parenthesis; (b) in full without figures; (c) with figures alone.

(a) Amounts are written in full and followed by figures in parenthesis in important business letters and in legal documents. The part that is written in full is capitalized in legal documents and frequently in business letters as well.

(Letter.)

“I enclose my check of Two Hundred and Fifty Dollars (\$250).”

(Contract.)

“The first payment shall be One Hundred and Twenty-five Dollars (\$125).”

(b) Amounts are written in full without figures as follows:

1. When the amount is the only one mentioned in the letter or occurs but rarely:

“I inclose ten dollars in payment of my account.”

2. When the amount is small and does not occur in connection with several other amounts:

“I inclose ten cents for a sample copy of CORRECT ENGLISH. I understand that the subscription price is one dollar a year.” Or, “I inclose ten cents for a sample copy of CORRECT ENGLISH. I understand that the subscription price is \$1.00 a year.”

Note.—When the amount is small and occurs in connection with other amounts, it is frequently written in figures, although some writers indicate no amount smaller than one dollar by figures.

In advertising, small amounts like 8 cents, 2 cents, 1 cent, are written in figures (sometimes, 8c., 2c., 1c.).

(c) Amounts are written in figures alone as follows:

1. In an enumeration of amounts (except in letters of great importance and in legal documents):

“The typewriter was \$100, the desk, \$50, and the chair \$10.”

2. The amount is written in figures when it would require several words to express it:

“During the last year he has paid \$1,575.85 for office expenses.”

Note that it would be tiresome to write out in full “one thousand,” etc. (This rule does not apply to the instructions in paragraph a.) This rule also applies to small numbers that would be tiresome to write out in full; as, “He gave me \$5.21.” This rule is also applicable to isolated amounts; thus: while the isolated amount is expressed by words when the amount can be expressed by round numbers, it is written in figures in cases like that just mentioned. (See Par. b, 1.)

Fractions are written in full if they occur alone; otherwise, they are expressed by figures; thus: three-fourths, but $5\frac{3}{4}$.

Ciphers are almost invariably omitted when the amount is ten dollars or more; many firms avoid their use, even when the amount is less than ten dollars; as, “I inclose \$1 in payment of my subscription.” This is a matter of style and inclination; usage varies, but the tendency is to do away with ciphers altogether, except, of course, where one cipher is required, as in the amount \$1.50.

In connection with the sign \$, note that it should be omitted before a number of cents; thus: fifty cents or 50 cents, not \$.50; but \$3.50.

Amounts That Do Not Express Sums of Money.

Amounts other than those of money are governed by the same general rules; thus:

1. Figures are used in an enumeration of amounts as in paragraph c, 1:

“The manuscript that I inclose contains 3,000 words; the one that I sent you last month contained only 2,500 words.”

2. If the amounts occur but rarely, spell them out unless it would be tiresome to do so:

“Statistics show that ten thousand persons have been,” etc., but “Statistics show that 10,500 persons have been,” etc.

3. In an enumeration of particulars, only figures are used to indicate the numbers:

Send me:

10 doz. American Family Soap

5 boxes Oswego Starch

1 bbl. Sugar

The punctuation at the end of each line is now usually omitted.

4. The age of a person is written in full:

“I am twenty-one years of age.”

5. Numbers, such as “I have written to you *three* times,” are written in full.

6. The number of a street is indicated in figures; the street itself, if represented by a number less than one hundred, is written in full; more than one hundred, in figures; thus:

“He lives at 517 Fifty-first Street” (or 151st Street).

7. The date in the heading of a business letter is always represented by figures; in the body (a) by figures, (b) either by figures or by full numbers:

(a) “Your letter of the 15th inst. is received.”

(b) "The 5th of July was a holiday." Or, "The fifth of July was a holiday."

8. Catalogue numbers and the pages of a book (or document) with the parts, such as chapters, paragraphs, sections, rules, are represented by figures:

P. 50, Chap. V. par. 3, Rule 1.

**LETTERS AND FORMS EXEMPLIFYING THE WRITING OF
NUMBERS.***

(Letter inclosing check.)

Chicago, Ill., March 8, 1911.

Messrs. Mason & Berry,
Boston, Mass.

Gentlemen:

Inclosed find my check of Two Hundred and Fifty Dollars (\$250) in payment of the accompanying bill.

Kindly return bill receipted, and oblige

Yours truly,

John M. Blank.

(Letter ordering books.)

Buffalo, N. Y., Jan. 11, 1911.

Correct English Publishing Co.,
Evanston, Ill.

Gentlemen:

Please send us by express, C. O. D., fifty (50) copies of "The Art of Conversation."

We need the books at once, as we have just discovered that our supply is exhausted.

Very truly yours,
Success Publishing Company,
By J. M. Blank, Mgr.

*See also, letter exemplifying the division of a letter into Paragraphs.

(2 inclosures.)

(Advertisement.)

500 BEST STORAGE ROOMS in the city, \$1.50 to \$6.00 a month, at Union Storage Warehouse, 74 Eastern Avenue. Down-town office, 75 Berkeley Street. Estimates for moving and storage.

TO LET.—Large, old-fashioned house; modern plumbing; paint, paper, and everything new; 15 rooms; will be let for \$800, to private family only. J. F. F. Brigham, 42 King Street. Tel. 2907.

(Statistics.)

“Taking the city and county of New York as an example, we find that more than \$20,000,000 was spent during 1899 in the repressing and correcting of crime, out of a total expenditure of about \$90,000,000. This means a crime taxation of \$6 per capita. An analysis of San Francisco’s budget shows an average of \$5 per capita. In smaller cities, the average is about \$3.50 per capita. With these averages as a basis, Mr. Smith calculates that \$1 an inhabitant in the ‘open country’ is a conservative estimate.”

THE CONCLUSION OF THE LETTER.

The CONCLUSION of a letter consists of the complimentary close and the signature.

The Complimentary Close.

The COMPLIMENTARY close consists of expressions of civility, respect, or love, depending upon the relation that exists between the writer of the letter and the person to whom the letter is written. It should begin on a separate line and should be followed by a comma. The initial word should begin with a capital, and it should be placed near the middle of the body of the letter. Expressions

that introduce the complimentary close, such as, "I am," "I remain," "and oblige," etc., should not be placed on the same line, but should form the closing words of the body of the letter.

The following are correct forms to use in the complimentary close:

Yours truly, Yours very truly, Truly yours, Very truly yours;

Yours respectfully, Yours very respectfully, Respectfully yours, Very respectfully yours;

Yours sincerely, Yours very sincerely, Sincerely yours, Very sincerely yours;

Affectionately yours, Lovingly yours, Faithfully yours, Devotedly yours.

The forms in the first line are interchangeably used, and are appropriate for business letters where there is no special intimacy existing between the writer and the recipient of the letter; the forms in the second line are interchangeably used, but are appropriate only when the writer wishes to express respect; the forms in the third line are interchangeably used, and are correct when the relation between the writer and the recipient of the letter is somewhat intimate, less formality being conveyed by these expressions than by those in the first line.

The form "Yours truly," while frequently used, seems less courteous than the longer form "Yours very truly."

The forms in the last line are used in letters of love and friendship.

Models for the Complimentary Close of Business Letters.

Note.—The closing words of the body of the letter are given in order to show the relative position of the complimentary close to the body of the letter.

Assuring you that we can fill your order promptly,
and awaiting your early communication, we are

Very truly yours,

We will send the books at once.

Yours very truly,

Hoping that you have not been inconvenienced by
our delay, we are

Yours very truly,

Assuring you that if you decide to engage me, I will
give you my best efforts, I am

Very respectfully yours,

I thank you for your kindness in the past, and hope
for a continuance of your interest.

Very sincerely yours,

The form of the complimentary close should always harmonize with that of the salutation, the degree of intimacy expressed in the salutation corresponding with that in the complimentary close; thus: a letter beginning, *Dear Sir, Gentlemen, Dear Madam*, requires for its complimentary close, "Yours truly," "Yours very truly," or "Very truly yours," unless the writer wishes to express respect; he should then use, "Yours respectfully," "Yours very respectfully," or "Very respectfully yours." A business letter beginning, "My dear Mr. Black," "My dear Mrs. Black," requires for its complimentary close, "Yours sincerely," "Yours very sincerely," or "Sincerely yours." These three forms are often interchangeably used when the salutation is formal; as, *Dear Sir, Dear Madam*, etc., but it is better to restrict these expressions to letters in which the salutation expresses some degree of intimacy. Again, these forms are also used in friendly letters where there is not sufficient intimacy between the writer and the recipient of the

letter to admit of such expressions as, "Affectionately yours," "Lovingly yours," etc.

The Signature of a Letter.

The SIGNATURE of a letter consists of the name of the writer. It should begin on a separate line, should be followed by a period, and should be placed below the complimentary close and to the right, so that the terminal word may be about on a line with the margin of the letter.

MODELS FOR THE SIGNATURE OF BUSINESS LETTERS.

Signature of a Company.

Note.—The last paragraph of the body of the letter is given, in order to show the relative position of the signature to the rest of the letter.

Kindly see that our order is filled at once, as we are entirely out of these books.

Very truly yours,

The School-Text Publishing Company,

By John J. Gray, Manager.

Signature of an Individual.

Assuring you of my willingness to comply with your request, I am

Very truly yours,

Frederick J. Huntington.

Signature of a Firm.

If you can give this matter your prompt attention, it will greatly oblige

Yours very truly,

Hamilton & Hamilton,

By Edward P. Black, Secretary.

Signature of an Unmarried Woman.

Thanking you for your kind interest, and assuring you that I shall be glad to receive an early reply, I am

Very truly yours,

(Miss) Alice M. Freeman.

Note.—If, for special reasons, the writer uses only her initials with her surname, then the full name must be written in parenthesis; thus:

(Miss Alice M. Freeman.)

A. M. Freeman.

(Ordinarily the first style is preferable.)

Signature of a Married Woman.

I thank you for the assistance that you have given me.

Very sincerely,

(Mrs. George J. Humphrey.)

Mary L. Humphrey.

Signature of a Widow.

Kindly send me a sample of the goods, and oblige

Yours very truly,

(Mrs.) Margaret E. James.

Note.—A widow generally uses her Christian name. If, however, her husband has been prominent in business, social, literary, political circles, or the like, and she wishes, for special reasons, to identify herself with her deceased husband's name, she may write her signature as follows:

(Mrs. John Henry James.) Margaret E. James.

A woman must never use her husband's title. The wife of a general, a doctor, or a minister, for example, uses the name of her husband without his title. For example, the wife of Dr. John Brown signs her name as follows:

(Mrs. John Brown.)

Mary E. Brown.

(In all the foregoing models, the period may be omitted at the close of the name within the parentheses.)

Note.—Some authorities indicate that when writing to strangers with whom one has no especial business relations, and when writing to servants, a woman may then use her husband's name and her title in her signature; but, generally speaking, it is better for a woman to avoid doing so. The difficulty can be overcome by writing the letter in the third person. Thus:

“Mrs. James Gray, 2120 High Street, would like to have Miss Mary White come on Monday, instead of on Tuesday.”

“Mrs. James Gray, 2120 High Street, would be glad to have Mrs. Black return the curtains that she has been mending, as soon as possible.”

SIGNATURES OF SOCIAL LETTERS.

In case of women, where the relation is intimate, only the Christian and the middle name (or initial) with the surname are permissible, it being taken for granted that the recipient of the letter knows the full title of the writer. In cases where the relation is not intimate, and where it is necessary that the recipient should know the name of the husband and the title of the writer, it is correct to follow the same style as in business letters. Again, in cases of extreme intimacy, where the Christian name is properly used in the salutation, the Christian name without the surname is used in the signature.

THE SUPERScription.

The SUPERScription of a letter is the address on the envelope.

1. The Contents.

The contents include the name, the title, and the post-office address. The post-office address gives the name

of the city or town; the state; the county, when the town is small; the street address, when the town is large; the rural route or the post-office box, when required.

2. The Position.

The first line, which consists of the name, should begin at about an inch from the left-hand edge of the envelope, and should occupy a position about midway between the upper and the lower edge. Each line that follows is placed a little farther to the right than the preceding line.

When a title is used in connection with the name of that which it is associated, it should follow the name on the line below; as:

Mr. James Blank,
President, Malleable Iron Company,
Toledo,
Ohio.
(Or Toledo, Ohio.)

The following style is also used:

Mr. John Blank
President, Malleable Iron Co.
Toledo
Ohio
(or Toledo, Ohio)

The name of the state is usually placed on a line below that of the city.

When the name of the county, the rural route number or the post-office box is given, it is usually placed at the left-hand corner of the envelope.

3. Punctuation.

Usage differs as to the punctuation of an envelope, there being a growing tendency to omit the marks, except

when required to indicate the absence of words or to close abbreviations; as:

Mr. John Blank
 President, Malleable Iron Co.
 Toledo
 Ohio
 (or Toledo, Ohio)

The comma after *President* indicates the omission of *of the*; the period closes the abbreviation *Co.*

The name of the county, the rural route, or the post-office box, when placed at the left-hand corner, is followed by a comma, if punctuation marks are used; this part of the address being regarded as included in the superscription the same as if it preceded the name of the state. *County*, if abbreviated, is followed by both a period and a comma.

That punctuation marks are still in general favor will be seen by the following model issued by the Post-office Department of Washington:

After days return to	_____
JOHN C SMITH,	
143 State St.,	STAMP
WILKESVILLE, N. Y.	_____

MR. FRANK B. JONES,
 2416 Front Street,
 OSWEGO,
 OHIO.

THE IDEAL BUSINESS LETTER.

What should the ideal letter be?

It should be grammatical.

It should be correctly punctuated.

It should be correctly spelled.

It should be free from tiresome, worn-out business expressions.

It should be brief, only those words being employed that are required to express the thought fully.

It should be courteous and tactful.

It is impossible for one to acquire a complete mastery over correct forms of diction without a thorough knowledge of the grammar of the language. It is not sufficient that a construction shall sound correct; the writer or the speaker who would be correct in his diction must absolutely know whether the form is correct and the reason why it is, or is not, as the case may be. That which one is accustomed to hear sounds correct to the unthinking person. The incorrect sentences, "I meant *to have written*," "I hoped *to have come*," "I intended *to have gone*," are as musical to the ear of the cultured, as are "He *ain't*," "It *don't*" and "He *done* it," to the ears of the illiterate.

The writer or the speaker, unfamiliar with grammatical rules, will be apt to make errors like the following:

"I should have been sorry to *have missed you*;" "I should have been glad to *have seen him*;" "I meant to *have written*;" "I intended to *have gone*;" "Your statement can be easily *proven*;" "I shall go *providing* I can leave some one in charge of my business;" "He is very well *posted* on this subject;" "I *loaned* him five hundred dollars;" "I wrote him *relative* to the matter;" "I know a *party* who will make you the loan;" "I am *through* with my work for the day;" "This is not to be *compared* to that;" "I do not *propose* to be imposed on;" "What *transpired* in my absence?" "He

worked *good* to-day;" "I am *afraid* that I cannot go;" "I *expect* that you had better go East."

The foregoing expressions sound grammatical to the ear accustomed to hear them, and yet each contains an error, the correct forms being: "I should have been sorry to miss you;" "I should have been glad to see him;" "I meant to write;" "I intended to go;" "Your statement can be easily proved;" "I shall go provided I can leave some one in charge of my office;" "He is well informed on this subject;" "I lent him five hundred dollars;" "I wrote him *relatively* to the matter;" "I know a *person* who will make the loan;" "I have finished my work for the day;" "This is not to be compared with that;" "I do not intend to be imposed on;" "What happened in my absence?" "He worked well to-day;" "I fear that I cannot go;" "I presume that you had better go East."

Learning to speak by ear is like learning music by ear—or like learning any other branch that can be scientifically taught; the knowledge that one acquires is superficial, and cannot be compared advantageously with that systematic study of rules and principles which serves as a criterion of examination by which all data may be measured.

The business man who feels deficient in his understanding of grammatical rules and their application to the requirements of business usage, should become familiar with the essentials of grammar.*

Take, for example, the participial construction, in which the participle must refer to a subject pronoun. An understanding of the grammar of the language enables the pupil to bear in mind that the participle must refer to a subject noun or pronoun. Thus, in the sen-

*CORRECT ENGLISH: A COMPLETE GRAMMAR covers the essentials.

tence, "Replying to your letter of the 15th inst., the, price, etc.," the construction is incorrect, for the reason that *replying* properly refers to a pronoun *I* or *we*, whereas it is made to refer to the noun *price*.

Note.—A style, however, which has rapidly grown into favor, and which has the advantage of making it unnecessary to supply a subject pronoun, is one in which the participle is left without a subject pronoun, the ellipses of both subject and predicate verb being regarded for practical purposes as being understood. Where the ellipses occur, however, the participial construction is properly followed by a colon, and not by a period, thus:

Chicago, Ill., Jan. 1, 19..

The B. & S. Boiler Co.,

Pittsburgh, Pa.

Gentlemen:

Referring to your letters of the 6th inst.:

Upon further investigation, etc.

A Letter Should Be Correctly Punctuated.

The study of Grammar teaches the pupil the relation that the parts of a sentence bears to one another. The study of Punctuation teaches the pupil to show to the eye the relation that exists.

The fact can not be emphasized too strongly that it is only by an understanding of the Grammar of the language that one is able to determine what punctuation mark is required. Occasionally we see in a text on this subject the instruction to *feel* the punctuation marks so as to determine where they should be placed; so the pupil

often *feels* dashes, when he should *feel* commas; commas, when he should *feel* semicolons.

It is of vital importance that the stenographer should understand this subject thoroughly, for his employer in dictating letters can not call off the marks of punctuation as does the proof-reader or copy-holder in a printing establishment; although some employees are so deficient in their knowledge, that their employers are obliged to dictate important letters somewhat as follows:

Mr. John Gray,
Chicago, Ill.

Dear Sir:

Some time ago (comma) about the first of March (comma) we sent you an order for books (comma) but as yet have not received a reply (period) As we are greatly in need of these volumes (comma) we should like to hear from you at once as to when we shall be likely to receive them (period). (New paragraph) In the future (comma) when receiving orders from us (comma) please acknowledge their receipt at once.

Very truly yours,

In connection with the use of the comma there exists a general tendency on the part of stenographers and printers invariably to omit the comma before *and* in a series of three or more words; whereas, the comma should be used unless the connection in thought between the last two words is closer than between the last word before *and* and the preceding words. The following letter is illustrative of the incorrect omission of the comma before *and*.

My dear Mrs. Baker:

The following is the body of a memorandum that was written a few days since to one of the officers of this Company:

“Will you please furnish me with separate Pullman trip transportation for one berth each, Pittsburg to Columbus and return, in favor of John Blank, Chief Clerk to the Chief Engineer, Mrs. John Blank and Miss Mary Blank, wife and daughter of Mr. Blank?”

The intention was to ask for a pass for each of the three parties (should read *persons*) named, but only two passes were received, which prompted me to ask for the opinions of others as to the construction of the request. Most of the opinions are to the effect that, because of the absence of a comma after “Mrs. John Blank,” the meaning of the request is not sufficiently clear, notwithstanding the presence of the word *each* in the second line and the absence of *and* between “Chief Engineer” and “Mrs.” in the fourth line.

Will you please be good enough to advise (should read inform) me if (should read *whether*) the request for the passes is correct?

Yours truly,

A Reader.

A Letter Should Be Correctly Spelled.

An understanding of a few simple rules in spelling will prove helpful to the letter-writer.

It is true that the rules of Orthography are far from being absolute, there being scarcely one that has not its exception. Because of these variations, we often feel as did the school-boy who did not want to learn how to spell: “What’s the use of spelling anyhow,” he exclaimed; “folks know what you mean, and that’s enough.” But, as has been said, a knowledge of the rules of Orthography is one of the steps towards the mastery of the art of knowing how to spell.

Rules are helpful; but far more beneficial to the writer

is the daily habit of looking up every word about which he is in doubt. It is well to have a little handbook of ready reference, a dictionary of words in everyday use is the best for this purpose, for the reason that it gives not only the spelling, but also the proper syllabication of words, the general rule governing the latter being that words should be divided, when necessary to divide them, according to their pronunciation.*

A Letter Should Be Free from Tiresome, Worn-out Expressions—Phraseologies that May be grammatical, but that Have Come to be Regarded with Disfavor by Their Having Been Overused.

Such expressions, as:—"I *beg* to acknowledge your favor of the 16th inst., and in reply to *same* would *state*," etc., are now regarded by the up-to-date letter writer almost as objectionable as the old-time expression, "I take my pen in hand," etc.

The following is a partial list of expressions that have fallen into disfavor because of their too frequent use in business letter writing:

Favor for *Letter*.—Say: "We have your *letter*," not "We have your *favor*."

Same for *It* or *They*.—Say: "*It* shall receive prompt attention," not "We have your letter and *same* shall receive prompt attention."

I Confess.—Say: "*I admit*."

Beg to *State*.—Say: "We *inform* you," not "We *beg* to state."

We beg to inclose herewith.—Say: "We *inclose*."

Your valued favor or order.—Say: "Your letter or order."

We hereby agree.—Say: "We *agree*."

As good luck would have it.—Say: "Fortunately."

Hoping that we may be favored with an early reply.—Say: "Hoping that we may receive an early reply."

*See TEN THOUSAND WORDS; HOW TO PRONOUNCE THEM.

A LETTER SHOULD BE BRIEF.**"This Is My Busy Day. Make It Short."**

This is the commandatory notice that greets the eye of the business caller, and if he is wise, he will say what he has to say briefly and to the point, and then depart. This notice placed conspicuously so that he who *sits* can read, has a tendency to curtail the verbose tendencies of the caller; and, in consequence, the business man is in a way protected from interviews unnecessarily prolonged. Not so, however, with the recipient of the business letter. Whether he will or not, he is frequently obliged to wade through pages of subject matter when a half dozen lines would suffice to tell the story.

Brevity is one of the chief requisites in letter writing. A letter should be brief, except where a previous correspondence has invited a more extensive elucidation of the facts of interest to both the writer and the recipient of the letter. A letter should not, however, be so condensed that its meaning becomes obscure. The writer of the business letter should say specifically what he has to say, in order that no possible confusion can arise. Some very well meaning persons who have learned that a business communication should be brief, mistake undue condensation for brevity; and, as a result, the recipients of their letters fail to understand the meaning to be conveyed. A letter like the following, for example, is so brief as to be obscure in meaning:

Common-Sense Publishing Co.,

Boston, Mass.

Gentlemen:

Saw your ad. in March number of your magazine.
Kindly give full particulars.

Yours truly,

JOHN E. BRIEF.

Now, this advertisement may be one of several about which "particulars" might be sent; and, in consequence, the recipient of the letter would be unable to determine whether to send particulars pertaining to the "Offers to Agents;" "Announcements to the Advertisers;" or "Rates for Clubs of Ten;" etc.

The writer of this business letter has certainly been brief; he has borne in mind that it is the recipient's busy day; and has "made it short;" but he has not lightened the labors of his reader, for his letter is so ambiguous that the company to whom it is addressed must write for information as to which *ad.* the inquirer refers,—an unnecessary task had the writer of the *brief* letter expressed his meaning specifically. So we see while, generally speaking, a business letter should be brief, it should, at the same time, be so explicit that but little time need be consumed in reading it.

One of the faults made by the writer who aims to be brief is the omission of the subject pronoun. The writer of the business letter has read somewhere that he should not use the pronoun *I* unnecessarily, and so he omits it entirely; in consequence, his decapitated letter is utterly lacking in that personal element which is so important in correspondence—that impress on the letter which makes the recipient feel that he is having a personal interview with its writer. The business man who prides himself on the brevity of his letters, and especially upon the omission of the personal pronoun *I*, dictates to his stenographer as follows:

Messrs. Black & Grey,
New Haven, Conn.

Gentlemen:

Received your letter of the 21st inst., and in reply

would state that the books came to hand in fine shape. Would ask as a special favor that you deliver all goods, in the future, to me via U. S. express, as have a frank with that company. Will write again relatively to my order of last week.

Yours truly,

JOHN J. BRIEF.

This unnecessary omission of the *I* is about as senseless as would be that of the second person *you* or *your*. No business man would dictate a letter as follows:

“Favor of 21st inst. received, and if will enter order now, we can give discount of three per cent. Will see by our list price that our offer is exceptional.”

In other words the personal pronoun *I* should not be omitted any more than should the pronoun *you*; it is only its unnecessary and tiresome repetition that must be avoided.

A LETTER SHOULD BE PERSONAL.

A letter should be personal; that is, it should read as the writer would talk were he present.

Naturalness of expression is as vitally necessary in letter writing as in speech. The nearer the writer can approach a conversational style, the more effective will be his letter. The present tendency is to avoid circumlocutions, and complimentary phrases, and to begin one's letter as one would a conversation, observing throughout a cordial and personal tone, as if talking directly to the person addressed,—as if he were actually present in person.

A LETTER SHOULD BE COURTEOUS AND TACTFUL.

A good rule to observe is the old-time mandate, Never write a letter when out of humor. The business man has his patience severely tried by letters received from irate

correspondents who for some cause, fancied or real, write disagreeable letters.

The truth of the Biblical saying, "A soft answer turneth away wrath," can, in the majority of instances, be demonstrated; for a prompt response, written in a kindly vein, is, as a rule, all that is necessary to appease the wrath of the person who feels that he has been treated unfairly.

When receiving letters, written in an angry spirit, the recipient must try to understand the situation from the writer's point of view in order that he may respond courteously and tactfully. Every business house has its Complaint Bureau; human nature is not perfect, neither are business tactics; in consequence, there is always cause for complaint, more or less. Letters of complaint should receive all the attention and consideration possible, so that the good will of the customer or client can be conserved.

CAPITALIZATION

Use capitals in an enumeration of particulars; thus:

3 bbls. Granulated sugar
1 case Early June peas
1 bu. Potatoes
2 sacks Java coffee
2 boxes Ivory soap

The words indicating the amount ordered (bbls., case, bu., etc.) are not capitalized. In connection with the use of a comma after each enumeration, and of the period at the close, note that they are now generally omitted in business usage.

Use a capital to begin an important statement or to ask a question.

“Resolved, *That* in order to succeed, we must persevere.”

“I wish to make this statement: *If* we do not persevere, we shall not succeed.”

Use capitals to begin the important words in the title of a book or in the subject of any other composition.

I have just finished reading “*Romola*,” by George Eliot.

Note.—Headings of essays and chapters should be in capitals; as, Chapter I, Article 11, Letter Writing and Punctuation.

When the titles of books and essays are quoted, the nouns, pronouns, adjectives, verbs, and adverbs should begin with capitals, while the prepositions and conjunctions should begin with small letters. The article (the,

a, an) begins with a capital only when it is used as the initial word in the title.

Locke's "Essay on the Human Understanding."

I will lend you my book, "How to Enjoy Pictures."

His essay was entitled, "How to Speak and Write Correctly."

I have just finished reading "The Game," by Jack London.

(*The* is capitalized.)

I saw the article in the New York Sun.

(*The* is not capitalized.)

Use capitals for the names of the points of compass when they denote sections of country; when they denote mere direction, use small letters.

We are going to visit friends in the *East* (section of country).

I have never traveled farther *south* (direction) than Chicago, but I have made the acquaintance of some very charming *Southerners* here in the *North*.

I like the *North* as well as the *South*. I shall go *South* next winter.

Use capitals for words that denote an important event in history.

The *Civil War* lasted four years. The *Battle of Lexington* marks the beginning of the *Revolutionary War*.

TITLES.

President, Secretary, Treasurer, etc., should be capitalized when used specifically as a title or in connection with a proper name; when used merely as an explanatory element, it should not be capitalized; thus: Honorary President Meighton, etc. John Blank, President of the Luther Paper Company; John Blank, the president of the Luther Paper Company. Mr. Charles Smith, Presi-

dent of the R. I. Trust Company; Mr. Charles Smith, the president of the R. I. Trust Company. In such constructions as, "The *Treasurer* submitted the following report," "The *President* then arose and addressed the members," it is correct to capitalize the word in question, because it is used, for the time being, in place of the name itself. The present tendency, however, is to use capitals sparingly, and in consequence, the small letter in the last two constructions would be permissible.

Use capitals for the titles in a salutation.

My dear *Father*; My dear *Mother*; Dear *Cousin Jane*.

The rule applies equally to written conversation; thus: "Where are you going, *Mother*?" What did you say, *Cousin Emma*?"

When the title is used merely to express relationship, it is not capitalized. Thus, in the conclusion of a letter one writes: "Your sincere *friend*;" "Your affectionate *brother*;" so in conversation, "I told my *mother* that I should not go;" "I am younger than my *brother*." When, however, the word expressing the relationship is used in place of the name, it should be capitalized; as, "I told *Father* that I should not go."

Universities, Schools, Churches.

University, College, School, Church should be capitalized when used as a part of the name; as: Yale University; Vassar College; Sheffield Scientific School; Chicago Theological Seminary; The Methodist Church.

Party.

Party is usually written with small letter; as, "The Democratic *party*."

A. M. and P. M.; a. m. and p. m.

A. M., the abbreviation of *ante meridian*, and *P. M.*, of *post meridian*, are written with either capital or small letters, although capitals are preferred by many.

GEOGRAPHICAL NAMES—HOW TO CAPITALIZE THEM.*

Geographical names are capitalized when used specifically to form proper names; but when used generally, they are not capitalized.

The *Red River*; The *Susquehanna river*; The *river*s of Asia; The *Green Mountains*; The *Rocky Mountains*; The *mountains* of Colorado; *Michigan City*; *New York City*.

(a) *River* forms a part of the proper name "Red River," but it is not necessarily a part of the name "Susquehanna," for example; in the first construction, the word *river* cannot be omitted, while in the second, it can be omitted; thus: "The Red" would not make sense, whereas, a river, especially when large, may be referred to as "The Susquehanna," "The Missouri," etc.

(b) *Mountain* is usually capitalized, as the proper name can hardly be regarded as complete without the use of the descriptive name; thus, while we may refer to the *Rockies*, we can not say "The Rocky." In the proper name, "The Green Mountains," both words are necessary to express the meaning.

(c) *City* is capitalized in *Michigan City*," as it is a part of the name. While some writers would not capitalize *city* in "New York City," the word should be capitalized, for the reason that it is used, for the time being, as a part of the name in order to distinguish the name of the city from that of the state.

*From CORRECT ENGLISH: A COMPLETE GRAMMAR.

GEOGRAPHICAL NAMES USED
SPECIFICALLY.

(Both names are required to form the proper name.)

The Pacific Coast

The Red Sea*

The Red River

Michigan City

Cook County

Dobbs Ferry

Long Island Sound

The Great Lakes

Lake Michigan

GEOGRAPHICAL NAMES USED
GENERALLY.

The western coast of England

The Mediterranean Sea*

The Hudson river

The city of Chicago

The village of Wilmette

The town of Lake

Lake Michigan is one of a chain of lakes.

(d) Some authorities would use small letters in such names as, "Grover's Lane," "York Place," "Davis Street," "Cook County;" but these variations from the rule confuse the writer who wishes to adopt a uniform style of capitalization; in consequence, it would seem better to employ capitals in each instance, for the reason that the name is not complete until both words are used.

(e) Again, when one of the names is not restrictive in its use, the name that follows it should be capitalized; thus: "The Pacific" means the *Pacific Ocean*; "The Mississippi" means the *Mississippi river*; hence in the names, "The Pacific Coast," "The Mississippi Valley," the words *coast* and *valley* should be capitalized, for the reason that they are required to complete the meaning.

(f) Usage varies as to the capitalization of *river*,

*We may refer to "The Mediterranean," but not to "The Red;" hence, *sea* is a part of the name in the *Red Sea*, and, in consequence, should be capitalized.

ocean, mountain, for the reason that two rules are in opposition to each other. Rule 1 requires the capital, because the name is used specifically, while Rule 2 requires small letters, because the omission of the descriptive name does not affect the meaning.

(g) Because of the non-restrictive use of such words as *state, territory, government*, these words are capitalized in such constructions as, "The State of Illinois," or "Illinois is a State;" "The Territory of Alaska," or "Alaska is a Territory;" "The French Government" or "The Government of France." *State* and *government* are also capitalized when used in place of the proper names; as, "The State has made a new law;" "The Government has decided to enlarge its navy." (Note that *state, territory, and government* have other uses; thus: "state" may mean *condition*; "territory," *a tract of land*; "government," *control*.)

(h) In the following constructions, the words in italics should not be capitalized:

The *tropic* of Cancer; the *tropic* of Capricorn; the *arctic* and the *antarctic circle*; the *polar circle*; the *equator*; the *torrid zone*; the *north* and the *south temperate zone*; the *eastern* and the *western hemisphere*; the *northern* and the *southern hemisphere*.

The foregoing constructions are used merely to indicate geographical lines of position, and not real places; hence, they need not be capitalized.

(i) *Valley* and *Stream* should be capitalized in the expressions, "The Mississippi Valley," "The Gulf Stream," because used specifically. *The Great Basin*, meaning the *Cordilleran region*, is capitalized; but *basin* in the "Kongo basin" is not capitalized.

PUNCTUATION.*

The following rules of Punctuation are especially applicable to business usage:

The chief marks of punctuation are: the comma, the semicolon, the period, the interrogation point, the marks of quotation, the apostrophe, and the parenthesis.

The Comma.

The following rules govern the use of the comma:

1. Use a comma before *and* in a series, unless the connection in thought between the words that it immediately connects is closer than between the last word and the preceding words.

We wish berths reserved for James Black, John Gray, and Thomas White. (Three berths for three persons.)

We wish berths reserved for James Black, John Gray, Thomas White and brother. (Three berths for four persons.)

2. Use a comma after a long subject.

The fact that many of the leading publishers are making great efforts to secure the passage of this bill, is evidence of the general interest that has been created.

3. Use a comma (a) after a noun clause when long, and (b) after a short noun clause ending with a verb.

(a) That the work of carrying on an extensive business and attending to all the details is difficult, no one will dispute.

(b) That he has failed, does not concern you.

4. Use a comma before a clause beginning with *who*

*An exhaustive exposition of all the rules is given in CORRECT ENGLISH: A COMPLETE GRAMMAR.

or *which* only when the meaning is “and he” (*she, it, etc.*).

Your employer, who is a man of strict integrity, would agree to these terms. “Who is a man,” etc., is equivalent to saying “and he is a man,” etc.

“The goods, which were in perfect condition when purchased, were entirely ruined in transit.”

4. Omit the comma before *that, who, or which*, when “and he” (*she, it, etc.*) cannot be substituted.

This is the man *that* called yesterday.

This is the man *who* called yesterday.

These are the goods *which* were ruined in transit.

Note.—*That* is generally regarded as preferable to *who* or *which* when “and he” (*she, it, etc.*) cannot be substituted.

5. A transposed participial phrase is set off by a comma.

Replying to your letter of July 5, we quote you the following prices.

Note.—It is incorrect to use any punctuation mark other than a comma in constructions like the foregoing. The use of the period (or the colon), as in the following, is incorrect; thus:

Referring to your letter of July 5. We, etc. [See p. 47.]

6. An intervening participial phrase is set off by commas except where it is not strictly parenthetical.

The manager, depending on his subordinates to carry out his plans, left all the correspondence in charge of his secretary.” (Parenthetical.)

A manager depending solely on his subordinates to carry out his plans can not succeed. (Not strictly parenthetical.)

Note.—In the first sentence, the participial phrase is equivalent to “*who* depends;” in the second, to “*that*

depends.” (Compare with the illustrations under Rules 3, 4.)

7. Use a comma after the following adverbs introducing a sentence: *Again, besides, first, secondly, thirdly, lastly, finally, hence, therefore, consequently, moreover, nay, now, indeed, thus, nevertheless.*

Note.—The adverb introducing the sentence modifies the entire construction.

8. Adverbs parenthetically used are set off by commas.

Nothing, *however*, can mend this defect.

9. Adverbs that modify some other part of speech are not set off by commas.

“However necessary it may be, I shall not decide now.”

Note.—In the foregoing sentence, *however* modifies *necessary*, and so is not set off by a comma. In the following sentence, *however* modifies the entire construction, and so is set off by a comma.

“*However*, it is not necessary to decide this question now.”

The rules that apply to adverbs apply also to adverbial phrases and clauses; thus:

On the last day of April, we mailed you a statement. (Transposed adverbial phrase.)

In-looking over our accounts, we find that we mailed you, on the last day of April, a statement. ([a] Transposed adverbial phrase; [b] intervening adverbial phrase.)

Before we can send you a full statement, we shall be obliged to go over the accounts. (Transposed adverbial clause.)

“We are sorry to say that, before we can send you

a statement, it will be necessary," etc. (Intervening adverbial clause.)

10. Use a comma to separate the parts of a compound sentence where the connection in thought is close.

"The books were mailed on the day that the order was received, and the bill was sent at the same time."
(Connection in thought is close.)

The Semicolon.

The semicolon is used to separate parts that are not closely connected in thought.

"The books were mailed on the day that the order was received; the bill was not sent until several days later. (Connection in thought is sufficiently remote to admit of a semicolon.)

The Period.

Rule.—Use a period after every abbreviation.

Jas. B. Blank.

Jas. B. Blank, M. D.

Some writers use periods after Roman letters; others omit them; as: Chapter X., or Chap. X; Rule VII.

Note.—Periods are used after titles, headings, and side heads, except in advertising matter and in the title pages of books and magazines.

The Interrogation Point.

Rule.—Use an interrogation point after every direct question.

When shall our representative call, in the morning or in the evening?

Note.—When several questions have a common dependence, usage varies as to the repetition of the interrogation point. The following styles are both used:

“What is the meaning of all this delay? of all this neglect of our interests? of all this disregard for our wishes?”

“What is the meaning of all this delay; of all this neglect of our interests; of all this disregard for our wishes?”

Quotation Marks.

RULES.

1. Use quotation marks for all direct quotations; omit them when the quotation is indirect.

He writes as follows: “I will come on Thursday.” (Direct quotation.)

He writes us that he will come on Thursday. (Indirect quotation.)

2. A quotation within a quotation is set off by single marks.

Our client writes as follows: “I am in receipt of a letter from my partner, who says: ‘I shall do nothing in this matter until I hear from you.’”

Note.—The number of marks at the close must represent the marks used.

Position of the Quotation Marks.

Rule.—Quotation marks properly follow the comma, the semicolon, and the period.

“We cannot overcome these difficulties,” our client writes.

I take “Harper’s Monthly,” “The Century Magazine,” and “The Fortnightly Review.”

They offer to close the deal, as they put it, “without another day’s delay;” but we are hardly in a position to take advantage of their offer.

Our client writes: “It is impossible for me to come.”

The Interrogation Point with Quotation Marks.

Rule.—If the interrogation point refers only to the words quoted, it must be placed within the quotation marks; but if it refers to the rest of the construction, it must be placed outside the quotation marks.

Our client writes, “May I have an immediate answer?”

Did your client write, “May I have an immediate answer”?

Note.—The same rule applies to the exclamation point.

The Parenthesis.

Rule.—Marks of parenthesis are used to separate expressions that have no vital connection with the rest of the sentence. The words within the parentheses are punctuated the same as in an independent construction, with the exception of the last word, which is subject to a special rule; thus:

When the word preceding the parenthesis requires a punctuation mark, the mark is placed before the parenthesis if the last word within the parentheses is punctuated; if not, the punctuation mark is placed after the parenthesis.

While we, as publishers, desire to increase our subscription list, (and what publisher does not?) we do not wish to increase it at a loss. (Comma properly precedes the parenthesis, for the reason that the last word within the parentheses is punctuated.)

While we, as publishers, desire to increase our subscription list (and all publishers desire to do so), we do not wish to increase it at a loss. (Comma properly follows the parenthesis, for the reason that the last word within the parentheses is not punctuated.)

The Independent Parenthesis.

Rule.—A parenthesis is independent when it is preceded by a period. The last word within the parentheses must then be followed by a period.

He inquired whether we had shipped the goods. (By way of explanation, we could not answer this question at that time.)

The Apostrophe.

Rule.—The apostrophe is used to indicate the omissions of letters, and in special cases, to indicate plurals and possessives.

He *doesn't* care to go. (*Does not.*)

We have no more *6's* and *7's* (*6es* and *7es*).

'11 (instead of *1911*).

Dot your *i's* and cross your *t's*. (Plural.)

How many *m's* are there in this page? (Plural.)

Note.—The apostrophe is not used when the figures are written in full; as: "There are four *threes* in this line;" "There are two thousand *ems* in this page."

Note.—For use of apostrophe in names used by business firms, see the department entitled, "Business English," *The Apostrophe*.

BUSINESS ENGLISH FOR THE BUSINESS MAN.

Note.—The following rulings on the use of business terms are from *THE CORRECT WORD: HOW TO USE IT*.

A full and comprehensive list of almost every conceivable form of correct diction is contained in *THE CORRECT WORD: HOW TO USE IT*. In this text there is space for only a comparatively few words.

Above.

The use of *above* as an adjective in such constructions as, “the *above* address,” is censured by some authorities; but it conforms to the business employment of the language. Careful speakers prefer such constructions as “The address given *above*,” or “The *above* mentioned address,” for the reason that *above* can then be properly construed as an adverb.

Addressed.

The wording *addressed*, formerly used in the superscription of a letter to be delivered by hand, is now omitted.

Accede and Concede.

Accede is specifically used in the sense of *to yield*; as, “*to accede* to one’s request;” *Concede* is used in the sense of *to admit as true, to grant privileges*; thus: in nice usage, we *accede* to one’s terms, or one’s requests, and *concede* to the truth of a statement; to a franchise.

Accept and Accept Of.

Of is always superfluously used with *accept*, thus: “We *accept* your terms,” not “we *accept of* your terms.”

Acknowledgment.

The spelling *acknowledgment* is preferable to *acknowledgement*.

After Having.

After is superfluous in the sentence, "*After having* seen him, I returned home."

After, Afterward and Afterwards.

After, *afterward*, and *afterwards*, meaning *later in time*, are interchangeable in meaning. We say with equal propriety: "He came three hours *after*, or *afterward* or *afterwards*."

Ago and Since.

Since is preferable to *ago* when referring to events that are recent; *ago* is preferable to *since* when referring to events that are not recent; as, "a few days *since*," but "a year *ago*."

Agreeably With.

The adverb *agreeably*, and not the adjective *agreeable*, is required in such constructions as, "*Agreeably with* your request, we send," etc., because it is the verb that is modified.

Note, too, that the preposition *with* seems more closely to express the meaning than does *to*, *agreeably with* meaning *conformably with*.

All Of.

Of is not required in such constructions as "*all of* our assets;" "*all* our assets" fully expressing the meaning. The same rule applies to "almost all."

All Ready and Already.

All ready means *quite prepared*; as, "I am *all ready* to go." *Already* means *by this or that time*; *previously to*, or *at some specified time*, or *the time present*, thus

early; even then, or even now; as, "He has already performed the task."

All Right and Alright.

All right is correctly written only as two words.

All-Round Man or An All-Around Man.

"An all-round man" is the correct form.

Alternative.

Other is superfluous in such constructions as, "There is no *other alternative*." Again, *alternative* is used only of two things; in consequence, such expressions as, "There are *three alternatives*," are incorrect.

Although, Though.

Although and *though*, meaning *in spite of the fact that*, are interchangeably used; as, "I shall go, *although* (or *though*) I am hardly able to do so."

Amounts.

The plural *amounts* is correct in such constructions as, "We donate the *amounts* set opposite our names."

Annual and Yearly.

Annual and *yearly* are interchangeable in meaning; as, "His *annual* (or *yearly*) income is two thousand dollars;" "This is our *yearly* (or *annual*) clearing sale."

Answer and Reply.

An *answer* is a response or rejoinder,—spoken or written to a question (expressed or implied), request, appeal, prayer, call, petition, demand, challenge, objection, argument, address, letter, or to anything said or written. A *reply* is a response, written or spoken, in return for something that seems to call for it, as to give the information sought in a question, or to defend oneself or some one else against an attack. The following slight

distinction is made between the uses of these words: An *answer* is a response to a question or a charge, a *reply* is a response to an assertion; the latter implies more thought and intelligence than the former.

Apostrophe in Names of Business Firms.

There is a general tendency to omit the apostrophe in the titles employed by business firms and corporations; thus: "The Studebaker Bros. Manufacturing Company," instead of "The Studebaker Bros.' Manufacturing Company."

Appertain and Pertain.

Appertain and *pertain* are interchangeably used, and are equally correct.

Appreciate.-

Note.—*Appreciate*, opposed to *depreciate*, means *to increase in value*; hence, such expressions as, "The property *appreciates* from year to year," although censured by some critics, are correct.

Appreciate Highly.

Highly is superfluous in such constructions as, "We *appreciate* your services *highly*," for the reason that *appreciate* means *to place a sufficiently high estimate on*.

Apprehend and Comprehend.

Apprehend means *to perceive*; as, "I *apprehend* danger." *Comprehend* means *to understand*; as, "I *comprehend* your meaning."

Balance.

The use of *balance* in the sense of *remainder* or *rest* is incorrect in such constructions as, "The *balance* of the evening was spent in looking over the accounts." *Balance* is an accountant's term, and properly is used of that which must be added to the less or subtracted from

the greater of two amounts, as receipts or expenses, in order to make them equal; and as it does not properly denote what is left after a part has been taken away, as indicated⁷ it should not be used in the sense of *remainder* or *rest*.

Been To.

Been to is colloquial; *been in* or *been at* being regarded as correct, according as the case may require; thus: "I have *been in* the city;" "I have *been at* my office." It is difficult to avoid the use of *been to*, for the reason that *been at* or *in* does not seem wholly to convey the meaning.

In business usage, such expressions as, "We have *been to* a good deal of trouble on this account " are common; *been at*, however, seems preferable.

Beg.

The use of *beg* in such constructions as, "I *beg* to state," is censured, (a) as being an overworked term, and (b) as hardly expressing the truth.

Bill, Invoice, Statement.

A *bill* is a statement of an account or of money due; a paper setting forth the amount of a debt, as for goods delivered, or for services rendered. An *invoice* is a list sent to a purchaser or a consignee, containing the items of merchandise purchased, with the prices and the charges. A *statement* is a bill for money due.

Black and White's Contract.

"*Black and White's contract*" is correct, for the reason that single possession is indicated. If, however, a pronoun is substituted, the possessive form is used; as, "*Your and White's contract.*" See *Possessives*.

Bookkeeper, Bookkeeping.

Bookkeeper and *bookkeeping* are properly written without a hyphen.

Boughten Suit or Dress.

Boughten is colloquially used in the United States for *purchased*. It is, therefore, not in accordance with the best usage of the language.

But Him.

Used as a preposition, in the sense of *except*, *but* must always be followed by the objective case; as, "There was no one at home but *him* and *me* (not *he* and *I*).

But That and But What.

But that means *except the thing referred to*; *but what* means *except that which*; as, "I do not know *but that* I shall go." "I have nothing *but what* (*but that which*) you gave me."

Collective Nouns.*

A collective noun may be either singular or plural; as, *committee*, *committees*; *company*, *companies*. When plural, it always requires a plural verb. When singular, it requires a singular verb, unless special reference is made to the individuals represented by the noun, when it requires a plural verb, thus:

The *committee has* adjourned.

The *committee are* all of the same opinion.

See *Company*.

Company Is or Are.

Company should be treated as singular unless it becomes necessary to refer to the individuals represented by this collective noun. Thus we write, "The *company is* erecting a new building." "The *company disagree*

*A full exposition of collective nouns is given in THE CORRECT WORD; HOW TO USE IT.

among themselves as to," etc.; or, again, "The *company* have accepted our proposition, and write that *they*," etc. (The use of the plural verb *have* in this sentence is made in order to avoid a shift of number. To say "and write that *it*," etc., suggests an inanimate body, and, hence, the plural form *they* is preferable.)

Company (or the Firm) That, Who, or Which.

If the *company* (or the *firm*) is thought of collectively, use either *that* or *which*. If thought of as individuals, use *that* or *who*, as the case may require. Thus: (collectively) "The *company* (or the *firm*) *that* (or *which*) pays the highest salaries to its employees, *does* not always receive the best service." (The clause introduced by *that* is restrictive, and, in consequence, *that* is preferable to *which*.)

Our *company* (or *firm*), which, by the way, has always had unlimited credit, has gone into bankruptcy. (Clause introduced by *which* is non-restrictive,—adds a new fact,—and so is introduced by *which*, *that* always being incorrect when a new fact is added. Note that a comma precedes *which* and that it does not precede *that*.)

(Individuals are referred to.) The *company* (or *firm*), *who* have offered me several inducements to co-operate with them, *are* now *divided* in *their* opinions as to the possible outcome of their latest transaction.

Compare With and Compare To.

Use "compare *with*" when representing the relative merits of the things compared; "compare *to*" when likening one thing to another; thus:

"Compare this cloth *with* that, and tell me which you prefer."

"He *compared* his stenographer *to* a machine."

The wording, "This is not to be *compared with* that,"

or "We cannot *compare* this *with* that," is properly used to convey the meaning of inferiority of one of the things compared.

Compensation and Remuneration.

Compensation means that which is given or received as an equivalent, as for services, debt, loss, etc. *Remuneration* is a compensation for personal services; as, "The pleasure *compensates* for the pain," "He was *remunerated* for his work by an increase in his salary."

Confess and Admit.

In its chief use, *confess* means to *make an admission of wrongdoing*; and, as it is a stronger word than *admit*, the latter is preferable when used merely to acknowledge the truth of a statement, or to acknowledge a mistake. One *admits* a mistake, *acknowledges* a fault, and *confesses* a sin or a wrong. Instead of saying, "I *confess* that I am entirely ignorant of the facts," one preferably says, "I *admit*," etc.

Contents.

Contents is plural in form and plural in meaning; as, "The *contents* of your letter *surprise* me." Occasionally, however, where the context favors a singular construction, the singular verb is used; as, "The *contents* of the *jug* *is* vinegar."

Correspond To and With.

Correspond to means *answer* or *conform to*; as, "Does this description *correspond to* your idea of what the place is like?" *Correspond with* means to communicate with by written word; as, "They *correspond with* each other."

Cos.

The plural of *Co.* (abbreviation of *company*) is *Cos.*

correct. Possibly the tendency to employ *address* to the exclusion of *direct*, is one that should be encouraged.

Direct and Directly.

Direct is an adverb, as well as an adjective. As an adverb, it is used interchangeably with the adverb *directly* to indicate *in a straight line or course*; as: "He went *direct* to the point," "He went *directly* to the point;" "Ship the goods *direct* from St. Louis," or "Ship the goods *directly* from St. Louis." *Direct* is construed as an adjective in such sentences as, "Make the shipment *direct* (shipment [to be] *direct*; that is, a *direct* shipment); and, as an adverb would not conform to the requirements of grammar in constructions of this kind, *directly* would be incorrect. When the idea to be conveyed is *without the intervention of any medium*, *directly* more closely expresses the meaning, *direct* not being used in this sense; as: "He voted *directly*, and not through a representative;" "Please correspond with me *directly* in this matter."

Directly and Immediately.

Directly, in the sense of *immediately*, as, "I will come *directly*," is correct. When used in the sense of *as soon as*, both, *directly* and *immediately* are objectionable. Instead of "*Directly* he arrived, he called on his employer," *as soon as* should be used.

Dispatch and Despatch.

Dispatch takes precedence over *despatch*.

Else and But.

Else is properly followed by *than*, and not by *but*. One correctly says: "It was *no one else* (or *no other*) *than* he;" or, "It was *no one but* him." (Observe that the nominative *he* follows *than*, and that the objective *him* follows *but*.)

En and In.

An *an* affix, when *en* and *in* are both recorded, precedence is given to *in* in the spelling of *inquire*, *inquirer*, *inquiry*, by both Century and Standard. In the spelling of *inclose*, Century prefers "*inclose*;" Standard, "*enclose*." In "*endorse*" and "*indorse*," Century favors "*indorse*;" Standard records that the affix *in* is preferable in legal and commercial use; *en*, in literary use." To simplify the matter, it might be well to use the affix *in* in all these words and follow this style invariably; as, *inquire*, *inquirer*, *inquiry*; *inclose*, *indorse*.

Enclose and Inclose.

See *En* and *In*.

Enclosed (Inclosed) please find.

Please is criticised by some writers as superfluous in the expression, "Enclosed (inclosed) *please* find my check." Inasmuch as *please* softens the imperative form it should hardly be criticised. The difficulty can be overcome by substituting the shorter wording, "I (or we) *inclose*," etc.

Enclose (Inclose) Herewith.

Herewith is superfluous in the wording, "I *inclose herewith*." It might be well to eliminate it and write simply, "I *inclose*."

Endorse and Indorse.

See *En* and *In*.

Endorse (Indorse) and Approve.

Endorse (*indorse*) should not be used in the sense of *approve*. Instead of saying, "I *indorse* his conduct in this matter," one should say, "I *approve* of his conduct in this matter."

Equally as.

As is superfluous when preceded by *equally*, for the reason that *as* itself expresses equality. One properly

says, "I like this *equally* well as that," or, "I like this *as well as that*," but not "I like this *equally as well as that*."

Every Confidence.

Every should not be used in the sense of *entire* or *implicit*, or without the adjective *kind*, or some modifying word; as, "I have *every* confidence in him;" "He gave me *every* attention." "*Entire* (or *implicit*) confidence" and "*Every kind* of attention" are the correct forms. *Every* is distributive, and in consequence can not modify a noun incapable of being separated into parts.

Every Once in a While.

Instead of using such expressions as, "I go there *every* once in a while," one properly says, "I go there *once* in a while," or "I go there now and then," or "I go there every little while." "Once in a while" is a meaningless phrase.

Except and Excepting.

Except and *excepting* (preposition) are interchangeably used; as, "I have finished all *except* (or *excepting*) this."

Final.

Final is used of that which is ended or completed; in consequence, such expressions as "The *final* end," or "The *final* completion," are incorrect, *final* being superfluous.

Financial, Monetary, Pecuniary.

Financial applies to public funds, to the revenues of a government, or to large private transactions. *Monetary* and *pecuniary* apply to transactions between individuals. *Monetary* relates more especially to actual money, a *monetary* transaction being one in which money

is involved. *Pecuniary* relates to that in which money is indirectly involved; as, one's *pecuniary* affairs, difficulties, etc. We speak properly of the *financial* affairs of the government; of the *monetary* transactions between individuals; of giving *pecuniary* aid to an individual.

Fill Out or Fill in the Blank.

Either "Fill *out* the blank," or "Fill *in* the blank" may be used.

Financial and Fiscal.

The *fiscal* year, referring to the financial accounting done in a year's time, in the affairs of a nation or of a private business, is preferable to the *financial* year. (In the United States, the *fiscal* year ends June 30.)

Firstly.

Firstly is always incorrect, *first* being the form of both the adjective and the adverb.

First, Second, Etc.; First, Secondly, Etc.

The adjectives *first*, *second*, *third*, etc., are required when the noun is modified; the adverbs *first*, *secondly*, *thirdly*, etc., when the verb is modified; as: "The following are my reasons: *first*, I have no time to give to the matter; *second*, I know of no one whom I can recommend; *third*," etc. (First reason, second reason, third reason.) "The disturbance was caused, *first*, by the explosion of the boiler; *secondly*, etc.; *thirdly*," etc. (*Was caused first, secondly, etc.*)

Forty Million or Forty Millions.

Among the forty *million* people," etc., is the correct form; the rule being that when such words as, *hundred*, *thousand*, *million*, etc., are preceded by a numeral, sufficient plurality is expressed to admit of the omission of the letter "s."

See *Pair* and *Pairs*.

Hand a Statement and Inclose a Statement.

One properly says, "I *inclose* a statement of your account," not "I *hand* you a statement," etc., *hand* being properly used when the transmission is made by hand.

In or On Behalf of.

In and *on* are interchangeably used in the expressions "*in* behalf of" and "*on* behalf of."

Instalment and Installment.

The spelling in *instalment* takes precedence over *installment*.

Indorse and Endorse.

See *En* and *In*.

Indorse (Endorse) on the Back.

"On the back" is superfluous in the wording, "Indorse the check *on the back*," the phrase being implied in the word *indorse*, which means *to write upon the back of*.

Informed and Posted.

Informed, and not *posted*, is required in such sentences as, "He is *well-informed* on such matters." Again, *post* should not be used in the sense of *inform*; as, "I wish you would *post* me before I go."

Inquire and Enquire.

See *In* and *En*.

Invoice and Inventory.

An *invoice* is a list of goods and their prices sent by the seller to the purchaser. An *inventory* is a list of the goods owned by an individual, a firm, or a corporation.

See *Bill*.

Jr. and Sr.

A title is used with *Jr.* or *Sr.*; as, "Mr. John Smith, Jr.;" "Mr. John Smith, Sr." *Jr.* or *Sr.* must be set off by comma.

Kindly and Please.

Kindly and *please* are interchangeably used in such constructions as, "*Kindly* send me particulars of your course in English," or "*Please* send me," etc.

Kindnesses.

Kindness may be pluralized; as, "We thank you for your many *kindnesses*."

Is Received, Has Been Received, Was Received.

"*Is* received" denotes present time; "*has been* received," time up to the present; as, "Your letter *is* received" (just received); "Your letter *has been* received" (at any time up to the present); "*was* received" denotes a specific time in the past; as, "Your letter *was* received yesterday."

Its, It's, and 'Tis.

Its, written without an apostrophe, is the possessive form of *it*; as, "A pronoun agrees with *its* antecedent in number." *It's*, written with an apostrophe, is a colloquial contraction for *it is*; as, "*It's* better to wear out than to rust out." *'Tis*, with the apostrophe preceding *t*, is chiefly restricted to poetic uses; as, "'*Tis* the glad Christmas tide."

Join Issue and Take Issue.

In nice usage, "*join issue*" means *to admit the right of the denial of a statement*. "*Take issue*" means *merely to deny*.

Limited.

Limited is often faultily used for *small*, *slight*, and other words of like meaning; as, "He had a *limited* (*slight*) acquaintance with the business;" "The book was previously sold at the *limited* (*low* or *reduced*) price of one dollar;" "His pecuniary means are likely to remain quite *limited*." *Limited* is admissible when suggesting the reverse of unlimited wealth; as, "His income is not *limited* to the extent that you suppose."

Line.

Line, used in the sense of *kind*, or *business*, or again in other senses where specific words may be used to express the meaning, is not in accordance with the best employment of the language. Instead of saying, "In what *line* of business are you engaged," one properly says, "In what *business* are you engaged," or "What *kind* of work are you doing?" Again, such expressions as, "He talked for several minutes along that *line*," should be avoided. One should use specific language; as, "He talked for several minutes on that subject," or "in connection with that subject."

Loaned and Lent.

Lent and *lend*, not *loaned* and *loan*, are the correct forms. *Loan* is properly used only as a noun; thus, "I *lent* him (or I will *lend* him) the money;" "He asked me for a *loan*."

The expression "Money to *loan*" is correct, *to loan* being properly a noun (verbal) with the preposition *for* understood but not expressed.

Memorandum.

Memorandum has two plurals, *memorandums* and *memoranda*.

Messrs. Before the Name of a Club or a Corporation.

The title *Messrs.*, being required only before firm names ending with "& Co.," should not be used in addresses like the following:

Messrs. Mid-Day Club,

Messrs. Midland Elevator Co.,

Messrs. Superior Consolidated Gas Co.

Nothing Like.

Nothing like is incorrectly used in the sense of *not nearly*. Instead of "This is *nothing like* so good as the last stock," say "This is *not nearly so good*," etc. *Nothing like* is properly used in such constructions as, "There is *nothing like* being good."

O. K.

The origin of *O. K.* is obscure, but it is said to have originated with Andrew Jackson, who used it as an abbreviation of "All Korrekt."

Usage varies in the writing of the past and participle forms of *O. K.* Thus, *O. K.d* or *O. K'd.*; *O. K.ing*; or *O. K'ing*. Of course, grammatically considered, there is really no past or perfect tense form of *O. K.*, except as usage has established it. As to whether *O. K.d.* and *O. King.* could be regarded as correct, there is no like abbreviation upon which one may base a decision. It would seem that either *O.K.d* or *O.K'd.*; *O.K.ing* or *O.K'ing* would be correct abbreviations.

The plural forms *O. K.s* and *O. K's* would likewise be equally permissible, the apostrophe being used in special instances to indicate the plural number.

One or Two Days' Notice.

"We thank you for giving us one or two days' notice on this shipment," is correct.

Although preceded by the singular modifier *one*, as

well as by the plural modifier *two*, the noun *days* is plural in order to conform to its plural modifier.

The singular verb would be required in such constructions as, "One or two days' notice is all that I wish," for the reason that *notice* is the subject.

Over and More Than.

Instead of saying, "We have written him *over* ten letters," say "We have written him *more than* ten letters."

Part.

We say properly:

"An important *part* of the new plan *has* been the demonstrations;" "The important *part* of the various plans *are*," etc.

The singular verb *has* is required in the first sentence, for the reason that *part* is construed as singular, the context "of the new *plan*" showing that the meaning is singular; the plural verb is required in the second construction for the reason that the context indicates plurality.

Party.

Party should not be used in the sense of *person*. Instead of saying, "I know a *party* who will lend you the money," one properly says, "I know a *person* who will lend you the money."

Party is properly used as a legal term or to indicate a number of persons; as, for example, in the wording, "The *party* of the first part;" "Our *party* will sail next week."

Per cent.

Per cent. is singular or plural, according to the context; as, "Twenty *per cent.* is a high commission;" "Twenty *per cent.* of the immigrants were Germans."

Per cent. being an abbreviation of *per centum*, is followed by a period.

Per Secretary and By Secretary.

One properly writes "*By Secretary*," not *Per Secretary*.

Per Year.

Per is a Latin preposition, and is properly joined only with Latin words; as, *per annum*, *per diem*, not *per year*, or *per day*. The forms *per invoice*, *per letter*, however, have the sanction of commercial employment. Instead of saying, "The magazine is one dollar *per year*, or ten cents *per copy*," one properly says, "The magazine is one dollar *a year*, or ten cents *a copy*."

The Period or the Interrogation Point at the Close of the Letter.

When it is impossible to use an interrogation point, as in the conclusion of a letter, then the interrogative form should be changed to the declarative; thus: instead of saying, "Will you kindly be present, and oblige?" etc., one should say, "Kindly be present, and oblige," etc., or "Will you kindly oblige me by being present?"

Such constructions as the following require revision:

Will you kindly correct the inclosed article and return it at your earliest convenience, and greatly oblige.

Yours very truly,

JOHN BLANK.

It is impossible to punctuate the sentence correctly, for the reason that an interrogation point is required; and, as it properly belongs at the close of the construction, which would be after the name, *John Blank*, the request must be re-written. Besides, a rhetorical rule is violated, in that too many ideas are crowded together. The construction should read:

Will you kindly correct the inclosed article and return it to me at your earliest convenience? If you will do so (or *by doing so*), you will greatly oblige

Yours very truly,

JOHN BLANK.

PLURAL CONSTRUCTIONS.

40 Foot Clause or 40 Feet Clause.

The singular form *foot* is required in such constructions; as, "This is subject to a 40-*foot* detached risk clause."

Pair, Dozen.*

Some words have both a singular and a plural form; thus: *pair*, *dozen*. When preceded by a numeral, these words, whether singular or plural in meaning, take the singular form; but when not preceded by a numeral, they take the plural form.

Of is frequently omitted; thus, "a dozen eggs," instead of "a dozen *of* eggs;" "two dozen eggs," instead of "two dozen *of* eggs;" but not "there are several dozen eggs," instead of "there are several dozens *of* eggs."

SINGULAR IN FORM AND SINGULAR IN MEANING.

This *is* a new *pair* of gloves.

There *is* a *dozen* of eggs in the basket.

SINGULAR IN FORM AND PLURAL IN MEANING.

There *are* two *pair* of gloves in the box.

There *are* two *dozen* of eggs in the basket.

PLURAL IN FORM AND MEANING.

There *are* several *pairs* of gloves in the box.

There *are* several *dozens* of eggs in the basket.

*A full exposition of the concord of subject and verb in special constructions is given in THE CORRECT WORD: HOW TO USE IT.

Plural and Singular Nouns.

The following nouns, although plural in form, are regarded as singular, and so are followed by singular verbs: *amends, news, summons, gallows, politics, physics, optics, mathematics*. *Summons* has a plural form, *summonses*.

The following nouns may be used either in the singular or in the plural: *means, odds, pains, wages*.

This means (or *these means*) *was* (or *were*) used to influence him.

No pains *is* (or *are*) taken to make it pleasant.

The odds *is* (or *are*) in his favor.

The wages of sin *is* death.

His wages *are* small.

Some nouns have the same form for both the singular and the plural; as, *deer, sheep, trout, salmon*.

When the noun is plural in form and plural in meaning it takes a plural verb.

The following nouns are plural in both form and meaning, and so are followed by plural verbs: *alms, archives, ashes, bellows, billiards, bitters, breeches, cattle, clothes, compasses, contents, goods, manners, matins, measles, morals, nuptials, nippers, pincers, pantaloons, riches, scissors, tidings,* tongs, tweezers, trousers, shears, scales*.

Point of View, Viewpoint, and Standpoint.

Point of view is regarded as preferable to *viewpoint* by some authorities. As to *standpoint*, Standard gives the following:

“*Standpoint*. Irregularly formed—probably in imitation of the German *standpunk*i—and sometimes incon-

**Tidings*, is occasionally found in literature in the singular. The present usage, however, is in favor of the plural; as, “*These tidings are alarming*.”

siderately censured as being a superfluous substitute for *point of view*. That *standpoint* and *point of view* are not always interchangeable will be evident when the fact is recalled that in literary usage, *point of view* has two different senses: (1) the point from which one views; (2) the point or relative place at which something is viewed, giving rise to the two phrases, 'From this *point of view*' and 'In this *point of view*.' Furthermore, there is in *standpoint*, as commonly employed, an implication of some permanence of position, as regards the view taken or the opinion held; it is especially applicable to principle, convictions, etc."

Politics.

Politics is properly followed by a singular verb.

Post or Mail.

Post and *mail* are interchangeably used in the wording, "*Post* (or *mail*) a letter."

Posted.

Although *posted* is frequently used in colloquial speech, in the sense of *informed*, it is an undesirable form of expression. Instead of saying, "He is very well *posted* on such matters," one properly says, "He is very well *informed*," etc.

Possessives.*

When two or more nouns are used so that joint possession is indicated, the sign of the possessive is added to the last word only; thus, "A. C. McClurg & Co.'s Book Store;" "Marshall Field & Co.'s Dry Goods Store."

In the case of nouns in apposition, possession may be indicated in various ways; thus, it is correct to say, "I bought the book at Thompson the bookseller's," or "I

*A full exposition of double possessives is given in **THE CORRECT WORD: HOW TO USE IT.**

bought the book at Thompson's, the bookseller," or "I bought the book at Thompson's, the bookseller's."

The question arises whether one shall write, "Mr. Blank's, one of our salesmen's, home," or "Mr. Blank one of our salesmen's home," or "Mr. Blank's, one of our salesmen, home."

Such constructions as, "As Mr. Brown one of our salesmen's home is in New York, we shall instruct him to call on you," are awkward. It is preferable to rewrite the sentence; as, "As Mr. Brown, one of our salesmen, lives in New York," etc.

Practice and Practise.

The spelling *practice* is used for the noun; *practise*, for the verb; as, (noun) "He made a *practice* of rising early;" (verb) "He *practised* strict economy."

The Simplified Spelling Board recommends the spelling *practise* for both noun and verb.

Preferred Attention.

Such expressions as, "Your matters shall have our *preferred* attention," are correct, *preferred* attention being used to express priority in attention.

Previous and Previously.

One properly says, "I saw him *previously* to my going," and not "I saw him *previous* to my going." The adverb, and not the adjective, is required, for the reason that reference is made to the action of the verb, and not to the condition of the subject.

"I saw him before going," as the simpler construction, is preferred by many.

Propose.

Instead of saying, "I don't *propose* to be imposed on," one properly says, "I don't *intend* to be imposed on," *propose* being incorrectly used in the sense of *in-*

tend. One may *propose* a bill to a legislative body, *propose* as in an offer of marriage, or *propose* one as a member of a club.

Proved and Proven.

Proved, not *proven*, is the correct wording, except in the Scottish verdict "not proven." Instead of saying, "This can be easily *proven*;" "They have *proven* him guilty," one properly says, "This can be easily *proved*;" "They have *proved* him guilty."

Century gives the following: "*Prove*: pret. *proved*; pp., *proved*,—sometimes incorrectly *proven*, ppr., *proving*. Again: *proven*, pp. an improper form, lately growing in frequency by imitation of the Scotch use in 'Not proven.' "

"*Not proven*.—In Scots law a verdict rendered by a jury in a criminal case where the evidence is insufficient to justify a conviction, yet strong enough to warrant a grave suspicion of guilt." In other words, *proved*, and not *proven*, conforms to the literary and the conversational employment of the language.

Providing and Provided.

Providing is incorrectly used in such constructions as, "I shall go East, *providing* I can leave my business," *provided* or *provided that* being the required word.

Received Payment.

The initial letter of each word is capitalized in *Received Payment*.

Relative and Relatively.

Instead of saying, "I shall write (or speak) to him *relative* to the matter," one properly says, "I shall write (or speak) to him *relatively* to the matter," the adverb being required to modify the verb. In the sentence, "I have received your letter *relative* to the matter," *rela-*

tive is correct, for the reason that the noun *letter* is modified, and hence, the adjective is correctly employed. Again, in such constructions as, “*Relatively* to your agreement to pay twenty-five dollars a month on your account, we respectfully call your attention,” etc., the adverb is required, for the reason that the word modifies the verb *call*.

Respecting and Regarding.

Respecting and *regarding* are interchangeably used with each other, and also with the phrase “*in* (or *with*) respect to,” and “*in* (or *with*) regard to.”

Respect to and Regard to.

Respect to and *regard to* are properly preceded either by *in* or *with*; as, “I have written to him *in* (or *with*) respect (or *regard*) to the matter.”

Sale on Linens or Sale of Linens.

Either “A sale *on* linens,” or “a sale *of* linens” may be used. In the wording, “*on* linens,” *on* is used to note the object to which the operation is directed; “*of* linens” is genitive, the meaning conveyed by the construction being “a linen sale.”

Same.

The use of *same* in the sense of *it*; as, “We have your letter of the 5th inst., and in reply to *same*,” etc., is not in accordance with the best business usage. *Same* is properly used when a noun is understood as following it; as, “My vocation is the *same* as yours,” *vocation* being understood after *same*. In brief, *same* is properly used as an adjective, but not as a pronoun.

Second and Secondly.

See *First*, *Second*, etc.

Shall and Will.*

Rule.—*Shall* in the first person and *will* in the second and the third, express simple futurity, or a condition beyond the control of the will. *Will* in the first person and *shall* in the second and the third, express promise, willingness, or determination.

I *shall* go East on Friday. (Simple futurity.)

I *shall be* delighted to meet her. (Condition beyond the control of the will.)

I *shall be* glad to go. (Condition, etc.)

I know that I *shall like* her. (Condition, etc.)

I *shall be obliged* to go. (Condition, etc.)

I *shall regret* your absence. (Condition, etc.)

I *will* surely go without fail. (Promise, etc.)

I *will go* for you if you wish. (Willingness.)

I will not *stir* one step. (Determination.)

Should and Would.

General Rule.—*Should* and *would* follow, in the main, the rules of *shall* and *will*, with some special uses of their own: When there is no controlling influence from without, *should* in the first person and *would* in the second and the third express simple contingent futurity, condition beyond the control of the will.

Should in the first person expresses plan, and in all three persons, propriety or subjunctive futurity.

Would in the first person expresses resolution, and in all three persons, willingness or custom.

Contingent futurity (when there is no controlling influence from without). Plan:

If he were to invite me, I *should* go. (Contingent futurity and plan.)

*A full exposition of the uses of *shall* and *will*, *should* and *would* is given in THE CORRECT WORD: HOW TO USE IT.

If he were to invite you, I suppose that you *would* go. (Contingent futurity.)

If she were to invite him, I suppose that he *would* go. (Contingent futurity.)

If I were to hear from her this afternoon, I *should* go. (Contingent futurity and plan.)

I *should* call if I were you. (Contingent futurity and plan.)

I *should* not hesitate to say so, if I were in your place. (Contingent futurity.)

I *should* object to her going, if I were you. (Contingent futurity.)

I *should* go to New York next week, if I had the money. (Contingent futurity and plan.)

If I were to eat this, I *should* be ill. (Condition beyond the control of the will.)

If you were to eat this you *would* be ill. (Condition beyond the control of the will.)

If he were to eat this, he *would* be ill. (Condition beyond the control of the will.)

I *should* like to see you. (Condition beyond the control of the will.)

You *would* like her and so *would* he. (Condition beyond the control of the will.)

Should and Ought.

The specific use of *should* is to express *propriety* or *expediency*, but it is often used in a stronger sense to express duty. Thus, in strict usage, we should say, "Children *ought* to obey their parents." (Moral obligation.) "Children *should* be seen and not heard." (Propriety.)

I know that I *should* not do so. (Propriety.)

Children *ought* to obey their parents. (Duty.)

You *should* always arrange your papers in that way. (Propriety.)

You *ought* not to treat your employees so unkindly. (Duty.)

You *should* call on your friends more frequently. (Propriety.)

You *ought* to assist your parents. (Duty.)

I *would* never consent. (Determination.)

I *would* not do that under any circumstances. (Determination.)

I *would* not give him one cent. (Determination.)

When I was a child, I *would* sit and dream for hours at a time. (Custom.)

I *would* do this for you, certainly. (Willingness.)

You *would* do this for me, I know, and so would he. (Willingness.)

If he *should* come, we should go. (Subjunctive futurity.)

If you *should* come, I should go. (Subjunctive futurity.)

If I *should* do that, you would not forgive me. (Subjunctive futurity.)

Should Seem, Would Seem.

Should and *were to* are interchangeably used in the subjunctive future; thus:

“It should seem” and “It would seem” are often used for “It seems,” or “I think,” as being more modest forms of expression.

It *would seem* that he ought to go under the circumstances.

It *seems* (or I think) he ought to go under the circumstances.

“It *should* seem” conveys a slightly different meaning from “it *would* seem.” The former means, “It seems that it should be so,” while the latter means merely “It seems.” The expression “It *would* seem” is more commonly employed than is, “It *should* seem.” There is a growing tendency, however, to use “It *would* seem” when “It *should* seem” is required.

Would Say or Should Say; Will Say or Shall Say.

“Would say” expresses contingent willingness or a wish to say; “should say” expresses contingent futurity, propriety, plan; “will say” expresses willingness, or determination, or promise in the immediate future to say; “shall say” expresses simple futurity.

Even if he *should* (or were to) fail, he would not become discouraged.

Society Has.

Use the singular verb with *society*, unless the individuals represented by the word are especially referred to; as, “The *society has* adjourned for the summer;” “The *society have* quarreled among themselves.”

Terms.

Terms is plural in form, and is construed as plural in meaning; hence, the plural verb is required; as, “Our *terms are* cash.”

Therefor and Therefore.

Therefor means *for this* or *that*; as, “We will sell the building and so much land as is needed *therefor*.”

Therefore means *for this* or *that* reason; as, “He disobeyed our instructions; *therefore*, we discharged him.”

Thirty-Day Note or Thirty Days' Note.

In commercial English, the wording, “a thirty-day note,” is used instead of “a thirty days' note;” just as

one says, "a thirty-pound note." On the other hand, one says, "a two months' note."

Three Several Times.

Such expressions as, "We have written you *three several times*," are permissible, *several* being used in the sense of *different* or *various*.

To-day or Today; To-night or Tonight; To-morrow or Tomorrow.

To-day, *to-night*, or *to-morrow* may be written either with or without the hyphen.

To-morrow Is or To-morrow Will Be.

"To-morrow *will be* Tuesday" is the correct form. Compare with "Yesterday *was* Monday."

Toward, Towards.

Toward and *towards* are variant forms and are equally correct; but *towards* is more frequently used than *toward*.

Transfer, Transferral, Transference.

Transfer, *transferral*, *transference*, are interchangeable in meaning.

Transpire and Happen.

Instead of saying, "What has *transpired* in my absence?" one properly says, "What has *occurred* in my absence?" *Transpire* properly means *to make known*; as, "Presently it *transpired* that she had taken all her belongings with her."

Traveling Salesman.

Traveling, *traveled*, *traveler*, are preferably written with one *l*.

Two-by-Four-Inch Scantling.

Combinations like "a two-by-four-inch scantling" are hyphenated, the hyphen being omitted, however, before the noun.

Two Latter Companies.

"The last two companies," not "the two latter companies," is the correct form. We say, "the first two months in the year;" "the first three books;" "the last two months;" "the last three books," etc. While *latter* may be used of more than two things when it refers to that which is nearer to the close or to the present time; as, "in these *latter* days," it is applicable to two persons or things only when used in the sense of that which is in order of existence or of mention. In other words, *latter* is opposed to *former*.

Two Years' Course.

One properly writes, "A two *years'* course" (apostrophe after the letter *s*); "A *year's* course;" "One *year's* course" (the apostrophe before the letter *s*).

Two Weeks' Vacation.

One writes, "a two *weeks'* vacation;" "a *week's* vacation;" "one *week's* vacation."

Under His Signature or Over His Signature.

Although criticised by some authorities, "Under his signature" is correct, the meaning being, "under sanction of his signature."

Very Pleased.

Very cannot directly modify a verb, and, hence, not its past participle. One properly says, "I was pleased (or delighted) to receive your letter," or "I am *very much* pleased (or delighted)," etc., but not "I am *very* pleased (or *very* delighted)," etc.

View to and View of.

One properly says, "With a *view to* finding out," or "With *the view of* finding out."

Valuable or Valued Letter.

"*Valued* letter" is the correct form, *valued* being used in the sense of much esteemed or prized.

Whereabouts.

Whereabouts, meaning location, takes a singular verb; as, "His *whereabouts* is unknown to us."

Years of Experience Have Taught Us.

The plural verb *have* is required in the wording, "Years of experience *have* taught us," etc.

You Are One of Those Who Always Disagrees (or Disagree) with Others.

Disagree is the correct form, the antecedent of *who* being the plural pronoun *those*.

Rule.—The verb that has for its subject a relative pronoun is singular or plural, according as the antecedent of the relative pronoun is singular or plural.

ABBREVIATIONS.

Complete Alphabetic List.

A.

A.—Academician, Academy, America, American, Augustus, Aulus.

A. A. G.—Assistant Adjutant-general.

A. A. A. G.—Acting Assistant Adjutant-general.

A. A. Q. M.—Acting Assistant Quartermaster.

A. A. Q. M. G.—Acting Assistant Quartermaster-general.

A. A. S.—*Academiae Americanae Socius* (Fellow of the American Academy), American Academy of Sciences and Arts.

A. A. S. S.—*Americanae Antiquarianae Societatis Socius* (Fellow of the American Antiquarian Society).

A. B.—*Artium Baccalureus* (Bachelor of Arts), More commonly written B. A.

Abb.—Abbess, abbey, abbot.

abbr., abbrev.—Abbreviated, abbreviation.

Note.—The name of a city should never be abbreviated; thus: *New York City*, not *N. Y. City*; *Sacramento*, not *Sacra.*; *Cincinnati*, not *Cin.*

Philadelphia is sometimes abbreviated *Phila.*, but it is preferable to write it in full.

These instructions apply to all parts of a letter.

The name of the state is usually abbreviated in the heading, in the introduction, and in the superscription; also in the body of the letter, except when unaccompanied with the name of the city, when it is more properly written in full. (See pp. 165, 166.)

A. B. C. F. M., or A. B. F. M.—American Board of Commissioners for Foreign Missions.

A. B. H. M. S.—American Baptist Home Mission Society.

A. B. I. S. W.—Associated Brotherhood of Iron and Steel Workers.

A. B. M. U.—American Baptist Missionary Union.

Abp.—Archbishop.

A. B. P. S.—American Baptist Publication Society.

abr.—Abridged, Abridgement.

A. B. S.—American Bible Society.

abs. re.—*Absente reo* (defendant being absent).

abst., abstr.—Abstract.

A. C.—*Ante Christum* (before Christ), Arch-chancellor, Army Corps.

A. C. A.—American Congregational Association.

acc. or acct.—Account, accountant.

A. C. G. S.—Acting Commissary General of Subsistence.

A. C. S.—Acting Commissary of Subsistence, American Colonization Society.

A. C. U.—American Congregational Union.

A. D.—*Anno Domini* (in the year of our Lord). Arch-duke.

a. d.—After date, *ante diem* (before the day).

ad., adv. or advt.—Advertisement.

adv.—Adverb, adverbial, adverbially.

adv., adverb.—Adverbial, *adversus* (against; opposite); adverbially.

adv., ad val.—*Ad valorem* (according to the value).

adag., adgo.—Adagio.

A. D. B.—Bachelor of Domestic Arts. (Course for women.)

A. D. C.—Aide-de-camp.

ad fin.—*Ad finem* (at the end, to the end.)

ad inf.—*Ad infinitum* (to infinity).

ad init.—*Ad initium* (at the beginning).

- ad. int.—*Ad. interim* (in the meantime).
adj. or adject.—Adjectival, adjective.
Adj. or Adjt.—Adjutant.
Adj. Gen. or A. G.—Adjutant-general.
ad lib.—*Ad libitum* (at pleasure).
ad loc.—*Ad locum* (at the place).
Adm.—Admiral, admiralty.
adm. or admr.—Administrator.
adm., admr., or admx.—Administratrix.
ads.—*Ad sectam* (at the suit), advertisements.
A.-F. or A.-Fr.—Anglo-French.
A. F. A. M. or A. F. & A. M.—Ancient Free and Accepted Masons.
A. F. B. S. or A. & F. B. S.—American and Foreign Bible Society.
A. F. C. U.—American and Foreign Christian Union.
A.-Fr.—Anglo-French.
A. G.—Accountant-general, Adjutant-general.
agr., agri., agric., or agricult.—Agricultural, agriculture.
A. G. S. S.—American Geographical and Statistical Society.
Agt.—Agent.
A. H. E. S.—American Humane Educational Society.
A. H. M. S.—American Home Missionary Society.
A. I. G.—Assistant Inspector-general.
A. I. M. E.—American Institute of Mining Engineers.
A. K. C.—Associate of King's College, London.
Al. or Alb.—Albert.
al., alia, alii—Other things; other persons.
Ala.—Alabama.
Alas.—Alaska.
Ald.—Alderman.
Alex.—Alexander.
Alf.—Alfred.
Alg.—Algiers.
alg.—Algebra.

Alum.—*Alumni*.

A. M.—*Anno Mundi* (in the year of the world), *ante meridian* (before noon), *Ave Maria* (Hail Mary).

A. M., M. A.—*Artium magister* (Master of Arts).

A., Am., Amer.—America, American.

A. M. A.—American Missionary Association.

Amb.—Ambassador.

A. M. G.—Assistant Major-general.

amt.—Amount.

A.-N.—Anglo-Norman.

anat.—Anatomical, anatomist, anatomy.

anc.—Ancient.

And.—Andrew.

Angl.—Anglican.

Anon.—Anonymous.

Ans.—Answer.

A. N. S. S.—Associate of the Normal School of Science.

Anth.—Anthony.

Anthrop.—Anthropological, anthropology.

Antiq.—Antiquarian, antiquities, antiquity.

A. O. F.—Ancient Order of Foresters.

A. O. H.—Ancient Order of Hibernians.

A. O. U. W.—Ancient Order of United Workmen.

Ap., Apl., Apr.—April.*

A. P. A.—American Protestant Association.

A pri.—*A priori* (beforehand).

A. P. S.—American Peace Society, American Protestant Society, Associate of the Pharmaceutical Society.

A. Q. M.—Assistant Quartermaster.

A. Q. M. G.—Assistant Quartermaster-general.

Ar.—Arab.

Ar., Arab.—Arabia, Arabian, Arabic.

A. R. A.—Associate of the Royal Academy.

Arch.—Archibald.

Archd.—Archdeacon, Archduke.

**April* is preferably written in full.

- Arg. Rep.—Argentine Republic.
A. R. H. A.—Associate of the Royal Hibernian Academy.
Ari., Ariz. (official).—Arizona.
arith.—Arithmetic, arithmetical.
Ark.—Arkansas.
Arm.—Armoric.
Arm. or Armen.—Armenian.
A. R. P.—Associate Reformed Presbyterian.
A. R. R.—*Anno Regni Regis* (or *Reginae*), in the year of the king's (or queen's) reign.
A. R. S. A.—Associate of the Royal Society of Arts.
A. R. S. L.—Associate of the Royal Society of Literature.
A. R. S. M.—Associate of the Royal School of Mines.
A. R. S. S.—*Antiquariorum Regiae Societatis Socius* (Fellow of the Royal Society of Antiquaries).
art.—Article, artillery.
A. R. U.—American Railway Union.
A. S.—Academy of Science; Assistant Secretary.
A. S., Ang. Sax.—Anglo-Saxon.
A. S. C. E.—American Society of Civil Engineers.
A. S. M. E.—American Society of Mechanical Engineers.
A. S. P.—Astronomical Society of the Pacific.
A. S. P. C. A.—American Society for the Prevention of Cruelty to Animals.
Ass., Assn., Asso., Assoc.—Association.
Asst., Assist.—Assistant.
A. S. S. U.—American Sunday-School Union.
Assyr.—Assyrian.
astr., astron.—Astronomer.
A. T.—Arch-treasurer.
a t.—*A tempo* (in time).
At., Atty.—Attorney.
Atl.—Atlantic.

A. T. S.—American Temperance Society, American Tract Society.

Atty.-Gen.—Attorney-general.

Aus., Aust., Austr.—Austria, Austrian.

Austral.—Australasia, Australia.

auth.—Author.

auth.—Authority; authorized.

Auth. Ver., A. V.—Authorized version.

Aux. or Auxil.—Auxiliary.

Av., Ave.—Avenue.

av., avdp., avoir.—Avoirdupois.

A. Y. M.—Ancient York Mason (or Masonry).

B.

B. A.—Bachelor of Arts. See A. B.

B. A.—British America, British Association (for the Advancement of Science).

B. Acct.—Bachelor of Account. Course (usually less than a year) in the business department of some colleges.

B. . A. ., B. . B. .—(*Freemasonry*) *Buisson Ardent*, (Burning Bush).

B. Agr., Agr. B., B. Ag., B. A. S., B. S. A.—Bachelor of Agriculture. (Four years' course.)

B. Ar.—Bachelor of Architecture. (Four years' course.)

Bah.—Bahamas.

bal.—Balance.

Balt. or Balto.—Baltimore.

B. & F. B. S.—British and Foreign Bible Society.

Bap. or Bapt.—Baptist.

bap. or bapt.—Baptized.

Bar.—Barrister.

bar.—Barley corn, barometer.

bar., bbl., bl., or brl.—Barrel.

bbls., bls., brls.—Barrels.

Barb.—Barbadoes.

Bart., Bt.—Baronet.

B. A. S.—Bachelor of Applied Science. Course in civil, mechanical, or mining engineering, or practical chemistry.

B. A. S.—See B. Agr.

bas.—Basso.

bat., batt.—Battalion, battery.

Bav.—Bavaria, Bavarian.

B. B.—Bill book.

B. B. C.—Baseball Club.

B. B. S.—Bachelor of Business Science. (Two years' college course, and two years' business course.)

B. C.—Before Christ, Board of Control, British Columbia.

B. C.—Bachelor of Chemistry. (Four years' course.)
Bachelor of Commerce. (Commercial department of some colleges.)

B. C., B. S., C. B., Chir. B.—Bachelor of Surgery (*Chirurgiae*). At the end of third year of four years' course for M. D.

B. C. E.—Bachelor of Civil Engineering. (Four years' course.)

B. C. L.—Bachelor of Civil Law. See B. L. and LL. B.

B. C. S.—Bachelor of Chemical Science. (Four years' course.)

B. C. S.—Bachelor of Commercial Science.

B. D.—Bachelor of Divinity. (Three years' course in theology.)

bdl., bdls., bl.—Bundle.

bds.—Boards.

B. E.—Bachelor of Elements. (Two years' normal-school course.)

B. E.—Bachelor of Engineering.

b. e.—Bill of exchange.

B. E. D.—Bachelor of Elementary Didactics. (Three years' normal course.)

B. E. L.—Bachelor of English Literature. (See B. Lit.)

Bel. or Belg.—Belgian, Belgic, Belgium.

Ben. or Benj.—Benjamin.

bet.—Between.

B. F. A.—Bachelor of Fine Arts. (Four years' course in fine arts.)

b. f., b. fir.—Beer-firkin.

B. Hy.—Bachelor in Hygiene. For registered medical practitioner. (One year's study and examination.)

B. in Agr.—Same as B. Agr.

B. I.—British India.

Bib.—Bible, Biblical.

bibliog.—Bibliographer, bibliographic, bibliographical, bibliography.

biog.—Biographer, biographic, biographical, biography.

biol.—Biologic, biological, biology.

bk.—Bank, bark, book.

bkg.—Banking.

bkt. (BKTS., *pl.*)—Basket.

b. l.—Bill of lading.

bldg., build. (BLDGS., *pl.*)—Building.

B. L. Same as LL. B.—Bachelor of Laws. (See LL. B. and B. C. L.)

B. L. Same as B. Lit., or Lit. B.—Bachelor of Literature. (Four years' course in English Literature and allied branches.)

B. L. A.—Bachelor of Liberal Arts, essentially the same as B. A.

B. L. E.—Brotherhood of Locomotive Engineers.

B. Lit.—Bachelor of Literature. (See B. L., Lit. B., or Litt. B.)

B. LL.—Bachelor of Laws. (See LL. B.)

B. L. S.—Bachelor of Literary Science. (For col-

lege graduates or students of two years' standing. Two years' course, examination, thesis, and bibliography.)

B. M.—*Beatae memoriae* (of blessed memory); *bene merenti* (to the well-deserving); board measure.

B. M.—Bachelor of Medicine. (Conferred by some medical institutions on the completion of a required course.)

B. M., B. Mus.—Bachelor of Music. (Four years' course.)

B. M., Brit. Mus.—British Museum.

B. M. E.—Bachelor of Mechanical Engineering. (Four years' course.)

bn.—Battalion.

B. O.—Bachelor of Oratory.

b. o.—Branch office, buyer's option.

Boh. or Bohem.—Bohemia, Bohemian.

B. O. L.—Bachelor of Oriental Literature. (Ranks with B. Lit.)

Bol.—Bolivia.

B. P.—Bachelor of Painting. (Four years' course.)

B. Ph.—Bachelor of Philosophy. (Four years' course, largely scientific in some institutions, but in others the same as the course for B. A., except that the modern languages are substituted for Greek.)

bor.—Borough.

bot.—Botanical, botanist, botany, bought.

B. O. U.—British Ornithologists' Union.

boul.—Boulevard.

b. p.—Bill of parcels, bills payable, *bonum publicum* (the public good).

Bp.—Bishop.

b. p. b.—Bank post-bills.

B. P. O. Elks.—Benevolent and Protective Order of Elks.

b. q.—*Bene quiescat* (may he [or she] repose well).

bque.—Barque.

B. R.—*Bancus Regis* or *Reginae* (The King's [or Queen's] Bench).

Br.—Breton, bromine.

Br., Brit.—British.

br.—Brig.

Br. Am.—British America.

Braz.—Brazil, Brazilian.

b. rec.—Bills receivable.

Bret.—Breton.

brev.—Brevet, brevetted.

Brig.—Brigade, brigadier.

Brit.—Britannic, Britannica.

Brt.—Britannicus (British).

b. s.—Bill of sale.

B. S.—Bachelor of Surgery. (For Bachelors of Medicine who attend a course of instruction and pass a written and a practical examination in surgery.)

B. S., B. Sc., B. N. S.—Bachelor of Science. (Four years' college course in which the natural sciences largely take the place of Latin and Greek.)

B. S. A.—Bachelor of Scientific Agriculture. (See B. Agr.)

B. S. D.—Bachelor of Scientific Didactics. (Four years' normal-course.)

B. S. L.—Botanical Society, London.

Bt.—Baronet.

bu., bush.—Bushel.

bu., bush., bus.—Bushels.

bul.—Bulletin.

Bulg.—Bulgaria, Bulgarian.

burg.—Burgess, burgomaster.

burl.—Burlesque.

but.—Butter.

B. V.—*Beata Virgo* (Blessed Virgin), *Bene vale* (farewell).

B. V. M.—Blessed Virgin Mary.

B. W. T. A.—British Women's Temperance Association.

bx. (BXS., *pl.*)—Box.

C.

C.—Cæsar, Caius, carbon, chancery, Charlotte.

C., Cath.—Catholic.

C., Chas.—Charles.

C., Chf.—Chief.

C., Ch.—Church.

C., Chan., Chanc.—Chancellor.

C., Con., Cs.—Consul.

C., Cong.—Congress.

C., Ct.—Court.

C. (*Naut. log-book*)—Cloudy.

C., cent., ct. (CTS., *pl.*)—Centum.

c., ch., chap.—Chapter.

C. A.—Chartered accountant, chief accountant, commercial agent, Confederate Army, controller of accounts.

Cal. (official), Calif.—California.

Cal.—Calcium, calendar, calomel.

Cam., Camb.—Cambridge.

Can.—Canada.

Cap., Capt.—Captain.

cap.—*Capiat* (let him or her take), capital, capital letter, *capitalum* (head, section), *caput* (chapter).

APS.—Capitals.

car.—Carat.

Card.—Cardinal.

ca. resp.—*Capias ad respondendum*. (A writ issued at the beginning of a suit to take and bring the defendant before the court to answer.)

carp.—Carpentry.

Carth.—Carthaginian.

C. A. S.—*Connecticutensis Academiae Socius* (Fellow of the Connecticut Academy of Arts and Sciences).

co. sa.—*Capias ad satisfaciendum*. (A writ issued—judgment to take and hold the person named for satisfaction of judgment.)

Cash.—Cashier.

Cat.—Catechism.

cat., catal.—Catalogue.

Cath.—Catherine, Cathedral.

caus.—Causative.

Cav.—Cavalry.

C. B.—Cape Breton, Chief Baron, Common Bench, Companion of the Bath.

C. B.—Bachelor of Surgery (*Chirurgiae*). (See B. C.)

C. B. S.—Confraternity of the Blessed Sacrament.

C. C.—Caius College, Circuit Court, Civil Court, Consular Clerk, County Clerk, County Commissioner, County Court, Cricket Club, Crown Clerk.

C. . C. . (*Freemasonry*) Celestial Canopy.

c. c.—Chapters.

c. c.—*Compte courant* (account current), cubic centimeter.

C. C. A.—Chief Clerk of the Admiralty.

C. C. C.—Christ's College, Cambridge; Corpus Christi College.

C. C. P.—Code of Civil Procedure, Court of Common Pleas.

C. Cr. P.—Code of Criminal Procedure.

C. D. S. O.—Companion of the Distinguished Service Order.

c. d. v.—Carte de visite.

C. E.—Civil Engineer (four years' course).

cel.—Celebrated.

Celt.—Celtic.

cen., cent.—Central, century.

Cen. Am.—Central America.

ceram.—Ceramics.

cert., certif.—Certificate, certify.

C. F. I.—Cost, freight, insurance.

C. G.—Captain-general, Captain of the Guard, Coast Guard, Commissary-general, Consul-general.

C. G. H., C. of G. H.—Cape of Good Hope.

C. G. S.—Commissary General of Subsistence.

C. H.—Captain of the Host, Court House, Custom House.

Ch., Chin.—China, Chinese.

ch., chal., chald.—Chaldron.

ch.—Child, children.

Chal., Chald.—Chaldaic, Chaldean, Chaldee.

Chamb.—Chamberlain.

Chap.—Chaplain.

Ch. C., Ch. Ch.—Christ Church.

Ch. Clk.—Chief Clerk.

Ch. D.—Doctor of Chemistry.

Chem.—Chemical, chemist, chemistry.

Ch. hist.—Church history.

Chir. Doct.—Doctor of Surgery (*Chirurgiae*).

Ch. J., C. J.—Chief Justice.

ck., csk. (cks., csks., *pl.*)—Cask.

Cl., clerg.—Clergyman.

cl.—Cloth.

cl., clk.—Clerk.

class.—Classic, classical, classification.

clد.—Cleared.

C. L. P. A.—Common Law Procedure Act.

C. L. S. C.—Chautauqua Literary and Scientific Circle.

C. M.—*Caius Marius*, Certificated Master, common meter, Corresponding Member.

c. m.—*Causa mortis* (by reason of death).

C. M., M. S.—Master of Surgery (*Chirurgiae*).

C. M. D.—Common meter double.

C. M. G.—Companion of the Order of St. Michael and St. George.

cml.—Commercial.

cml., com.—Commercial.

C. M. S.—Church Missionary Society.

C. M. Z. S.—Corresponding Member of the Zoological Society.

C. O.—Colonial Office, Commanding Officer, Criminal Office, Crown Office.

c. o.—Care of.

Co.—Cobalt, Company, County.

Coad.—Coadjutor.

C. O. D.—Cash (or collect) on delivery.

cog.—Cognate, cognate with.

Col.—Colonel.

Col., Colo. (official)—Colorado.

col.—Collegiate, colonial, color, colored, column.

col., Coll.—College.

col., coll., colloq.—Colloquial, colloquialism, colloquially.

Col.-Corp.—Color-corporal.

Coll.—Collector.

coll.—Colleague, collection, *Colleg* (colleague).

Col.-Serg.—Color-sergeant.

Com.—Commander, Commission, Committee, Commodore, Commoner, Commonwealth.

Com., Comr.—Commissioner.

com.—Comedy, comic, commercial, common, commonly, commune, communicated, communication, community.

Com., comm.—Commentary.

com., comm.—Commerce.

comb.—Combined, combining.

comdg.—Commanding.

Comdt.—Commandant.

commentt.—Commentators.

com. off.—Commissioned officer.

comp.—Compare, compiled, compiler, composer, compositor, compound, compounded.

comp., compar.—Comparative, comparison.

comp., compo.—Composition, compost.

- Complt.—Complainant.
 Com.-Sergt.—Commissary-sergeant.
 Com. Ver., C. V.—Common Version (of the Bible):
 con.—Conclusion, *conjux* (consort), *contra* (against,
 in opposition to), conversation.
 con. cr.—Contra credit.
 Conf.—Conference.
 Cong.—Congregation, Congregational, Congregation-
 alist, Congressional.
 Cong. Rec.—Congressional Record.
 conj.—Conjugation, conjunction, conjunctive.
 Conn. (official), Ct.—Connecticut.
 con. sect.—Conic section.
 Cons., Consol.—Consolidated.
 Cons., Const.—Constable, constitution.
 cons.—Consonant.
 Const.—Constantine, constitutional.
 constr.—Construction, construed.
 Cont., Contr.—Contracts.
 Cont.—Continent, continental.
 cont., contr.—Contracted, contraction.
 cont.—Containing, contents, continued.
 Contr.—Contracts.
 contr.—Contrary.
 Conv.—Convent, convention, conversation.
 Cop., Copt.—Coptic.
 Cop.—Copernican.
 cop.—Copper.
 Cor.—Corinthians, Cornelia, Cornelius, coroner.
 cor.—Corner, cornet, corpus, correction, correlative,
 correspondent.
 cor., corresp.—Correspondence, corresponding.
 cor., corr., corrup.—Corrupted, corruption.
 Cor. Mem.—Corresponding member.
 Corn.—Cornish, Cornwall.
 corol., coroll.—Corollary.
 Cors.—Corsica.

- Cor. Sec.—Corresponding Secretary.
 C. O. S.—Charity Organization Society.
 C. P.—Chief Patriarch, civil power, Clerk of the Peace, Code of Procedure, Common Pleas, Court of Probate.
 C. P. C.—Clerk of the Privy Council.
 C. P. M.—Common particular meter.
 C. P. S.—Congregational Publishing Society.
 C. R.—Carrier's Risk.
 cr.—Credit, creditor, crown.
 cres.—Crescendo.
 crim.—Criminal.
 crit.—Critical, criticized.
 cs.—Cases, *communis* (common).
 C. S.—Civil service, Clerk of Session, Clerk to the Signet, Commissary of Subsistence, Court of Sessions.
 C. S. A.—Confederate States Army, Confederate States of America.
 C. S. N.—Confederate States Navy.
 C. S. O.—Chief Signal Officer.
 C. T.—Certificated Teacher.
 C. T. A. U.—Catholic Total Abstinence Union.
 cu., cub.—Cubic.
 cur.—Currency.
 cur., curt.—Current.
 c. w. o.—Cash with order.
 cwt.—Hundredweight or hundred weights, (*Centum*-weight.)
 cyc., cyclo.—Cyclopedia, cyclopedic.
 Cym.—Cymric.

D.

- D., Dem.—Democrat, Democratic.
 D., Dep., Dept.—Deputy.
 D.—Deserter, Deus (God), Dominus (Lord).
 D., Dub., Dubl.—Dublin.

D.—Decimus, Decius, deserter, *Deus* (God), *Dominus* (Lord), dowager, duchess, duke, *dux* (duke, leader, or prince).

D., Dav.—David.

D., Dem.—Democrat, Democratic

D., Dep., Dept.—Deputy.

D., Dub., Dubl.—Dublin.

D., Du., Dut.—Dutch.

d.—*Da* (give), day, dead, *decretum* (decree), died, dime, (Naut. log-book) drizzling rain.

d., dau.—Daughter.

d., deg.—Degree.

d., dol., doll. (DOLS. DOLLS., *pl.*)—Dollar.

Dak.—Dakota (official).

Dan.—Daniel, Danish.

d & wtf., dwtf.—Daily and weekly till forbidden.

dat.—Dative.

D. B.—Bachelor of Didactics. (Two years' post-graduate normal course.) Domesday Book.

dbk.—Drawback.

D. C.—*Da capo* (from the beginning), Deputy Counsel, District Court, District of Columbia, *Divus Caesar* (the divine Caesar).

D. C. L.—Doctor of Civil Law. (Ranking nearly with LL. D.)

D. Can L.—Doctor of Canon Law.

D. C. S.—Deputy Clerk of Sessions.

D. D.—Doctor of Divinity. (Honorary.)

d. d.—Days after date, days' date, *dono dedit* (presented as a gift).

D. D. D.—*Dat, dicat, dedicat* (he gives, devotes, and dedicates), *dono dedit dedicavit* (he gave and consecrated as a gift).

D. D. S.—Doctor of Dental Surgery. (Three years' course.)

D. E.—Dynamical Engineer. (Two years' graduate course.)

Dea.—Deacon.

Dec.—Decani, December.

dec.—Declaration, decoration.

dec., decl.—Declension, declination.

decim., dm.—Decimeter.

decoct.—*Decoctum* (decoction).

def.—Defined, definitive, definition.

def., deft., dft.—Defendant.

D. Hy.—Doctor in Hygiene. (Two years' practice as medical officer of health.)

dekam.—Dekameter.

Del.—Delaware (official), delegate.

del.—*Delineavit* (he [or she] drew).

demon., demonstr.—Demonstrative.

Den.—Denmark.

Dent.—Dental, dentist, dentistry.

Dep., Dept., Dpt.—Department, deponent.

dep.—Deposed.

der., deriv.—Derivation, derivative, derived.

det.—*Detur* (let it be given).

Deut.—Deuteronomy.

D. F.—Dean of the Faculty, Defender of the Faith.

dft.—Draft.

D. G.—*Dei gratia* (by the grace of God), *Deo gratias* (thanks to God), Dragoon Guards.

D. H.—Deadhead.

dial.—Dialect, dialectic, dialectical.

diam.—Diameter.

Dict.—Dictator, dictionary.

diff.—Difference, different, differs.

dim.—Diminuendo, diminutive.

dio., dioc.—Diocesan, diocese.

dipl.—Diplomat, diplomatist.

dis.—Discipline, distanced.

dis., disc., disct.—Discount.

dis., dist.—Distance, distant.

disc.—Discovered, discoverer.

Disp.—Dispensatory.

diss.—Dissertation.

dist.—District.

dist., disting.—Distinguish, distinguished.

distr., distrib.—Distributed, distributive.

div.—Divide, divided, dividend, divine, division, divisor.

D. L.—Doctor of Law (nearly same as D. C. L.), Deputy Lieutenant.

D. L. or D. Lit.—Doctor of Literature or Letters.

D. L. O.—Dead Letter Office.

D. L. S.—Doctor of Library Science.

D. M.—Same as M. D. and D. Mus.

D. M.—Doctor of Mathematics.

D. M. D.—Doctor of Dental Medicine. (See D. D. S.)

D. Mus.—Doctor of Music. (Four years' graduate course.)

D. N. P. P.—*Dominus noster Papa Pontitex* (Our Lord the Pope).

do.—Ditto.

E.

eq., equiv.—Equivalent.

erm.—Ermine.

E. S.—Ells Scotch.

Esd.—Esdras.

E. S. E.—East-southeast.

esp., espec.—Especially.

Esq., Esqr. (Esqrs., Esqs., *pl.*)—Esquire.

est., estab.—Established.

Esth.—Esther.

E. T.—Electric telegraph, English translation.

et al.—*et alibi* (and elsewhere), *et alii* or *aliae* (and others).

etc., &c.—et cetera.

ethnog.—Ethnographical, ethnography.

ethnol.—Ethnological, ethnology.

et seq., sq., sqq.—*et sequentes, et sequentia* (and the following).

etym., etymol.—Etymological, etymologically, etymology.

Eur.—Europe, European.

Evang.—Evangelical, evangelist.

Ex., Exod.—Exodus.

ex.—Example, excursus, executed.

ex., exc.—Except, excepted, exception.

ex., exd.—Examined.

ex., exp.—Export, exportation, exported, express.

Exc.—Excellency.

Exch.—Exchange, exchequer.

excl., exclam.—Exclamation, exclamatory.

Ex. Com., Exec. Com.—Executive Committee.

ex., cp.—*Extra* (without coupon).

ex. div.—*Extra dividendum* (without dividend).

Ex. Doc.—Executive Document.

Exec., Exe.—Executive.

Execx., Exex., Exx.—Executrix.

ext.—External, externally, extra, extract.

Ez., Ezr.—Ezra.

Ezek.—Ezekiel.

F

F.—Fabius, Felix, Fellow, Flourine, Fortuna.

F., Fah., Fahr.—Fahrenheit.

F., Fl.—Flamen.

F.—France, French.

F., Fr., Fri.—Friday.

f.—(Naut. log-book) fog, forte.

f., Far.—Farthing.

f., fath., fth., fthm.—Fathom.

f., fem.—Feminine.

f., ft.—*Fiat* (let it be made), foot.

- f., fl.—Florin.
 f., fo., fol. (FF., *pl.*)—Folio.
 f., fr. (FRS., *pl.*)—Franc.
 f. a. a.—Free of all average.
 F. A. M.—Free and Accepted Masons.
 fam.—Familiar, family.
 F. A. S.—Fellow of the Antiquarian Society. Fel-
 low of the Society of Arts.
 F. A. S. L.—Fellow of the Anthropological Society
 of London.
 F. B.—Fenian Brotherhood, Free Baptist.
 F. B. S.—Fellow of the Botanical Society.
 F. C.—(Freemasonry.) Fellow-craft.
 f. c.—*Fedei commissum* (bequeathed in trust).
 fcp., fcap.—Foolscap.
 F. C., P. S.—Fellow of the Cambridge Philosophical
 Society.
 F. D.—(See D. F.)
 Fe.—*Ferrum* (iron).
 F. E., Fl. E.—Flemish ells.
 Feb.—February.
 fec.—*Fecit* (did it, or made it),
 Ferd.—Ferdinand.
 feud.—Feudal.
 F. F.—*Felicissimus fratres* (most fortunate broth-
 ers).
 ff.—*Fecerunt* (they did it, or made it).
 ff., fol., foll.—Following.
 ff., ffor.—Fortissimo.
 F. F. P. S.—Fellow of the Faculty of Physicians and
 Surgeons.
 F. F. V.—First Families of Virginia.
 F. G.—Fine grain.
 f. g. a.—Free of general average.
 fict.—Fiction.
 fi. fa.—*Fieri facias* (that you cause to be made: a
 writ of execution).

- fig.—Figurative, figuratively, figure.
 Fin.—Finland.
 Fin., Finn.—Finnish.
 fin.—*ad finem* (at the end).
 Fin. Sec.—Financial Secretary.
 fir.—Firkin.
 Fl.—Flaminius, Flanders, Flavius.
 Fla.—Florida (official).
 F. O.—Field Officer, Foreign Office, full organ.
 f. o. b.—Free on board.
 For.—Foreign.
 fort.—Fortification, fortified.
 F. P.—Fire plug.
 f. p. a.—Free of particular average.
 Fr.—Francis, friar.
 fr.—From.
 fr., frgm., fragm.—Fragment, fragmentary.
 fr., freq.—Frequent, frequently.
 Fred., Fredk.—Frederick.
 F. R. G. S.—Fellow of the Royal Geographical Society.
 Fries, Frs.—Friesian, Friesic.
 F. R. S.—*Fraternitatis Regiae Socius* (Fellow of the Royal Society).
 Ft.—Fort.
 ft.—Feet.
 ft., fort.—Fortified.
 fur.—Furlong.
 fut.—Future.
 F. W. B.—Free Will Baptist.

G.

- G.—Gaius, Gallia, Gellius, grand gulf.
 G., Ger., Germ.—German, Germany.
 g.—*Gauche* (left), (naut. log-book) gloomy, guide.
 g., gen., genit.—Genitive.

- g., gm., gr.—Gram.
 g., gu., guin. (gs., *pl.*)—Guinea.
 G. A.—General Assembly.
 Ga.—Gallium, Georgia (official).
 Ga., Gael.—Gaelic.
 Gal.—Galatians, Galen.
 gal., gall. (GALS., *pl.*)—Gallon.
 galv.—Galvanic, galvanism.
 G. A. R.—Grand Army of the Republic.
 Gaz.—Gazette, gazetter.
 G. B., Gt. Br., Gt. Brit.—Great Britain.
 G. B. & I.—Great Britain and Ireland.
 G. C.—Grand Chancellor, Grand Chapter, Grand
 Conductor.
 g. c. m.—Greatest common measure.
 G. D.—Grand Duchess, Grand Duke.
 G. E.—Grand Encampment.
 Gen.—Genesis, Geneva, Genevan.
 Gen., Genl.—General.
 gen.—Genera, general, generic, genus.
 gen., gend.—Gender.
 geneal.—Genealogist, genealogy.
 gent. (GENTN., GENTS., *pl.*)—Gentleman.
 Geo.—George, Georgia.
 geog.—Geographer, geographical, geography.
 geol.—Geological, geologist, geology.
 geom.—Geometer, geometrical, geometry.
 ger.—Gerund.
 g. gr.—Great gross.
 gi.—Gills.
 G. L.—Grand Lodge.
 gl.—*Gloria* (glory).
 gloss.—Glossary.
 G. O.—General Order, great organ.
 Go., Goth.—Gothic.
 G. O. M.—Grand Old Man (Rt. Hon. W. E. Glad-
 stone).

- G. O. P.—Grand Old Party (Republican Party, U. S.).
 Gov.—Governor.
 Gov., govt.—Government.
 Gov. Ptg. Off.—Government Printing Office.
 G. P.—Graduate in Pharmacy. (Two years' course.)
 G. P.—*Gloria Patri* (Glory to the Father).
 G. P. M.—Grand Past Master.
 G. P. O.—General post-office.
 Gr.—Greece, Greek.
 gr.—Grain, great, groschen.
 gr., gram.—Grammar.
 gr., gro.—Gross.
 gram.—Grammatical, grammarian.
 G. S.—Grand Scribe, Grand Secretary, Grand Sentinel, Grand Sentry.
 G. T.—Good Templars, Grand Tiler.
 Guate.—Guatemala.
 gun.—Gunnery.

H.

- H.—Hydrogen.
 h.—Harbor, hardness, hence, high, husband.
 h., ht.—Height.
 h., hr. (HRS., *pl.*)—Hour.
 h., hund.—Hundred.
 Hab.—Habakkuk.
 hab.—Habitat.
 hab. corp.—*Habeas corpus*.
 Hag.—Haggai.
 H. B. M.—His (or Her) Britannic Majesty.
 H. C. M.—His (or Her) Catholic Majesty.
 hdkf.—Handkerchief.
 H. E.—His Eminence, His Excellency, Hydraulic Engineer.
 h. e.—*Hic est* (this is), *hoc est* (that is).
 Heb., Hebr.—Hebrew, Hebrews.

- Hen., Hy.—Henry.
 her.—Heraldic, heraldy, *heres* (heirs).
 hf.—Half. hf. bd.—Half bound. hf. cf.—Half calf.
 H. G.—His Grace, Horse Guards.
 H. H.—His (or Her) Highness, His Holiness (the Pope).
 hhd.—Hogshead.
 H. I.—Hawaiian Islands.
 hibr., hybr.—*Hibrida, hybrida* (hybrid).
 Hier.—*Hierosolyma* (Jerusalem).
 H. I. H.—His (or Her) Imperial Highness.
 H. I. M.—His (or Her) Imperial Majesty.
 Hind.—Hindu, Hindustan, Hindustani.
 Hipp.—Hippocrates.
 hist.—Historian, historical, history.
 H. J.—*Hic jacet* (here lies).
 H. J. S.—*Hic jacet sepultus* (here lies buried).
 H. L.—House of Lords.
 H. M.—Hallelujah meter, His (or Her) Majesty, Home Mission, Home Missionary.
 H. M. P.—*Hoc monumentum posuit* (erected at this monument).
 ho.—House.
 Hon.—Honorable, honorary.
 Hond.—Honduras.
 hon'd.—Honored.
 hor.—Horizon.
 hor., horol.—Horology.
 hort., hortic.—Horticultural, horticulture.
 Hos.—Hosea.
 Hosp. Segt.—Hospital Sergeant.
 Hosp. Stew.—Hospital Steward.
 H. P.—Half pay, High Priest.
 h. p.—Horse power.
 H. R.—Home Rule, House of Representatives.
 H. R. E.—Holy Roman Emperor or Empire.
 H. R. H.—His (or Her) Royal Highness.

H. R. I. P.—*Hic requiescat in pace* (here rests in peace).

H. S.—*Hic situs* (here lies).

H. S. E.—*Hic sepultus or situs est* (here is buried or laid).

H. S. H.—His (or Her) Serene Highness.

h. t.—*Hoc titulo* (in, or under, this title).

Hun., Hung.—Hungarian, Hungary.

H. Y. M. A.—Hebrew Young Men's Association.

I.

I.—Iodine.

I., Ida.—Idaho.

I., Imp.—*Imperator* (Emperor).

I., Is., Isl. (ISLS., *pl.*)—Island.

i.—*Immortalis* (undying).

i., intr., intrans.—Intransitive.

Ia., Io.—Iowa.

ib., ibid—*Ibidem* (in the same place).

I. C., I. X.—*Iesus Christus* (Jesus Christ).

Ice., Icel.—Iceland, Icelandic.

id.—*Idem* (the same).

I. D. N.—*In Dei nomine* (in the name of God).

i. e.—*Id est* (that is).

i. h.—*Jacet hic* (lies here).

I. H. N.—In his name.

I. H., J. H. S.—*Iesus* or *Jesus Hominum Salvator* (Jesus the Savior of Men).

Ill., Ills. (official)—Illinois.

ill., illus., illust.—Illustrated, illustration.

imag.—Imaginary, imagination.

Imp.—*Imperium* (empire).

Imp., Impx.—*Imperatrix* (empress).

imp.—Imperial, imported, importer, *imprimatur* (let it be printed).

imp., imper.—Imperative.

- imp., imperf., impf.—Imperfect.
imp., impers.—Impersonal.
in. (INS., *pl.*)—Inch.
inc., incorp., incor.—Incorporated.
incept.—Inceptive.
incl.—Including.
incog.—Incognito.
incr.—Increased, increasing.
I. N. D.—*In Nomine Dei* (in the name of God).
Ind.—India, Indian, Indiana (official), Index.
indef.—Indefinite.
Indo-Eur.—Indo-European.
Ind. T.—Indian Territory (official).
inf.—Infantry.
inf., infin.—Infinitive.
in. f.—*In fine* (at the end).
init.—*Initio* (in the beginning).
in lim.—*In limine* (on the threshold).
in loc. cit.—*In loco citato* (in the place cited).
in pr.—*In principio* (in the beginning).
I. N. R. I.—*Iesus* (Jesus) *Nazarenus*, *Rex Iudaeorum*
(*Judaeorum*), (Jesus of Nazareth, King of the Jews).
Ins.—Inspector.
Ins., insur.—Insurance.
insers.—Inscriptions.
insep.—Inseparable.
Ins. Gen.—Inspector General.
inst.—Instant, institute, institution.
instr.—Instrument, instrumental.
Int.—Interior, interpreter.
int.—Interest.
int., interj.—Interjection.
internat.—International.
interrog.—Interrogation, interrogative, interrog-
atively.
in trans.—*In transitu* (in course of transit).
Int. Rev.—Internal Revenue.

- inv.—Invented, inventor, invoice.
 I. O. F.—Independent Order of Foresters.
 I. O. G. T.—Independent Order of Good Templars.
 Ion.—Ionic.
 I. O. O. F.—Independent Order of Odd Fellows.
 I. O. R. M.—Improved Order of Red Men.
 I. O. U.—I owe you.
 i. q.—*Idem quod* (the same as).
 Ir.—Irish.
 Ir., Ire.—Ireland.
 Iran.—Iranian, Iranic.
 I. R. O.—Inland (or Internal Revenue Office).
 irreg.—Irregular, irregularly.
 I. S.—Inside Sentinel, Irish Society.
 Is., Isa.—Isaiah.
 I. S. M.—*Iesus (Jesus) Salvator Mundi* (Jesus, Savior of the World).
 I. T.—Inner Temple.
 Itin.—Itinerant, itinerary.
 I. W.—Isle of Wight.

J.

- J.—Judge, Jupiter, *judex* (judge).
 J., Jul.—Julius.
 J., Jun.—Junius.
 J., Jus., Just. (JJ., *pl.*)—Justice.
 J. A.—Judge Advocate.
 Jac.—Jacob, *Jacobus* (James).
 J. A. G.—Judge Advocate General.
 Jam.—Jamaica.
 Jan.—January.
 Jap.—Japan, Japanese.
 Jas.—James.
 Jav.—Javanese.
 J. C.—Jesus Christ, Julius Cæsar, *Jurisconsultus* (jurisconsult), Justice Clerk.

J. C. D.—Doctor of Civil Law.
 Jer.—Jeremiah.
 J. H. S.—(See I. H. S.)
 Jn., Junc.—Junction.
 Jno.—John.
 Jo.—Joel.
 Jon., Jona.—Jonathan.
 Jos.—Joseph.
 Josh.—Joshua.
 jour.—Journal, journey, journeyman.
 J. P., Jus. P.—Justice of the Peace.
 J. Prob.—Judge of the Probate.
 J. R.—*Jacobus Rex* (King James).
 jr., jun., junr., Jun., Junr.—Junior.
 J. U. D.—Doctor of both Laws (the canon and civil laws).
 Jud.—Judicial, Judith.
 Judg.—Judges.
 Jul.—Julian, July.
 Jul. Per.—Julian Period.
 Jun.—June.
 jurisp.—Jurisprudence.
 Just.—Justinian.
 J. W.—Junior Warden.

K.

K.—Kalium (potassium), King.
 K., Kal., Kl.—Kalendæ (Kalends).
 K., Ki.—Kings.
 K., Knt., Kt.—Knight.
 K. A.—Knight of St. Andrew (Russia).
 Kan., Kans. (official), Kas.—Kansas.
 K. B.—King's Bench, Knight Bachelor, Knight of the Bath.
 K. B. A.—Knight of St. Bento d'Avis (Portugal).
 K. B. E.—Knight of the Black Eagle (Prussia).

K. C.—King's College, King's Counsel, Knight of the Crescent (Turkey).

K. C. H.—Knight Commander of (the Order of) Hanover.

K. C. I. E.—Knight Commander of (the Order of) the Indian Empire.

K. C. M. G.—Knight Commander of St. Michael and St. George (Ionian Islands).

K. C. S.—Knight of Charles III. of Spain.

K. C. S. I.—Knight Commander of (the Order of) the Star of India.

K. E.—Knight of the Elephant (Denmark).

Ken., Ky. (official)—Kentucky.

K. F.—Knight of Ferdinand (Spain).

K. F. M.—Knight of St. Ferdinand and Merit (Sicily).

kg. (kgs., *pl.*)—Keg.

Kg., Kilo., Kilog.—Kilogram.

K. G.—Knights of the Garter.

K. G. C.—Knight of the Golden Circle (U. S.), Knight of the Grand Cross (Great Britain).

K. G. F.—Knight of the Golden Fleece (Austria and Spain).

K. G. H.—Knight of the Guelphs of Hanover.

K. G. V.—Knight of Gustavus Vasa (Sweden).

K. H.—Knight of (the Order of) Hanover.

kilo., kilom., km.—Kilometer.

Kingd., Km.—Kingdom.

K. J.—Knight of St. Joachim.

KK.—*Karissimus* (very dear).

K. K.—Kaiserlich, Koniglich (Imperial, Royal).

K. K. K.—Ku Klux Klan.

K. L., K. L. A.—Knight of Leopold of Austria.

K. L. B.—Knight of Leopold of Belgium.

K. L. H.—Knight of the Legion of Honor (France).

K. M.—Knight of Malta.

K. Mess.—King's Messenger.

- K. M. H.—Knight of Merit of Holstein.
- K. M. J.—Knight of Maximilian Joseph (Bavaria).
- K. M. T.—Knight of Maria Theresa (Austria).
- K. N.—Know-nothing.
- Knick—Knickerbocker.
- K. N. S.—Knight of the North Star (Sweden).
- K. of H.—Knights of Honor.
- K. of L.—Knights of Labor.
- K. of P.—Knights of Pythias.
- K. P.—Knights of St. Patrick.
- kr.—Kreutzer.
- K. R. C.—Knight of the Red Cross.
- K. R. E.—Knight of the Red Eagle (Prussia).
- K. S.—Knight of the Sword (Sweden).
- K. S. A.—Knight of St. Anne (Russia).
- K. S. E.—Knight of St. Esprit (France).
- K. S. F.—Knight of St. Fernando (Spain).
- K. S. F. M.—Knight of St. Ferdinand and Merit (Naples).
- K. S. G.—Knight of St. George (Russia).
- K. S. H.—Knight of St. Hubert (Bavaria).
- K. S. I.—Knight of the Star of India.
- K. S. J.—Knight of St. Januarius (Naples).
- K. S. L.—Knight of the Son and Lion (Persia).
- K. S. M. & S. G.—Knights of St. Michael and St. George (Ionian Island).
- K. S. P.—Knights of St. Stanislaus of Poland.
- K. S. S.—Knight of the Southern Star (Brazil), Knight of the Sword of Sweden.
- K. S. W.—Knight of St. Wladimir (Russia).
- K. T.—Knight of the Thistle, Knights Templars.
- K. t. l.—*Kai ta leipomona*, or *lopi*a (and the rest, and so forth).
- K. T. S.—Knight of the Tower and Sword (Portugal).
- K. W.—Knight of William (Netherlands).
- K. W. E.—Knight of the White Eagle (Poland).

L.

- L.—Lady, Laelius, lake, lane, Liberal, Lord, Lucius.
 L., Lat.—Latin.
 L., lb. (LBS., *pl.*)—*Libra* (pound).
 L., Lon., Lond.—London.
 l.—Length (*Naut. log-book*), lightning, line, link, long.
 l., lat.—Latitude.
 l., lea.—League, leave.
 l., lit.—Liter.
 L. A.—Law Agent, Literate in Arts. (See L. L. A.)
 La. (official), Lou.—Louisiana.
 Lab.—Laborador.
 Lad'p, Ldp., Lp.—Ladyship.
 Lam.—Lamentations.
 Lang.—Languedoc.
 lang.—Language.
 Lap.—Lapland.
 Lapp.—Lappish.
 L. A. W.—League of American Wheelmen.
 L. B.—(Same as B. Lit.)
 L. C.—Lord Chamberlain, Lord Chancellor, Lower Canada.
 l. c.—Left center, letter of credit, lower case.
 l. c., loc. cit.—*Loco citato* (in the place cited).
 L. C. J.—Lord Chief Justice.
 l. c. m.—Least common multiple.
 L. D.—Lady day, Light Dragoons, Low Dutch, Doctor of Letters.
 ld.—*Litera dominicalis* (dominical letter).
 Ldp., Lp.—Lordship.
 L. D. S.—Latter Day Saints, Licentiate of Dental Surgery. (Same as D. D. S., D. M. D., M. D. S.)
 lect.—Lecture.
 l. f. e., l. s. e., etc.—Left first entrance, left second entrance, etc.

Leg.—Legal, legate, legato, *legite* (he read), *legunt* (they read).

Leg., Legis.—Legislative, legislature.

Leip.—Leipsic.

L. E. L.—(Same as B. Lit.)

Let., Lett.—Lettish.

Lev., Levit.—Leviticus.

Lex.—Lexicon.

lexicog.—Lexicographer, lexicography.

Leyd.—Leyden.

L. G.—Large grain, Life Guards, Low German.

L. Gr.—Low Greek.

l. h.—Left hand.

L. H. A.—Lord High Admiral.

L. H. C.—Lord High Chancellor.

L. H. T.—Lord High Treasurer.

L. I.—Light Infantry, Long Island, Licenciante of Instruction.

Lib.—Librarian, library.

lib.—*Liber* (book).

lib. cat.—Library catalogue.

Lieut., Lt.—Lieutenant.

lin.—Lineal, linear.

Liq.—Liquid, liquor.

lit.—Liter, literal, literally, literary, literature.

Lit. B., Litt. B.—(Same as B. Lit.)

Lit. D., Litt. D.—(Same as D. L.)

Lit. M., Litt. M.—(Same as M. Lit.)

lith., lithog.—Lithograph, lithography.

Lithol.—Lithology.

litt.—Litterateur.

liturg.—Liturgics.

liv.—*Livre* (book), pound (weight or coin).

L. J. (L. JJ., *pl.*)—Lord Justice.

L. L.—Late Latin, Law Latin, Low Latin.

l. l.—*Loco laudato* (in the place quoted).

L. L. A.—Form of L. A. when the degree is given to a woman.

LL. B.—Bachelor of Laws.

LL. D.—Doctor of Laws.

LL. L.—Licenciate in Law. Ranks with M. L., M. C. L., and LL. M.

LL. M., M. L.—Master of Laws.

L. M.—Licenciate in Medicine. Ranks between B. M. and M. D.

log.—Logarithm.

lon., long.—Longitude.

loq.—*Loquitur* (speaks).

L. P.—Lord Provost.

l. p.—Large paper.

Lp., Ldp.—Lordship.

L. P. S.—Lord Privy Seal.

L. S.—Linnean Society, *Locus sigilli* (the place of the seal).

l. s.—Left side.

L. (or l.) s. d.—*Librae, solidi, denarii* (pounds, shillings, pence).

L. T.—*Lira Turca* (Turkish pound).

l. t.—Long ton.

lt. batt.—Light battery.

lt. inf.—Light infantry.

L. U.—Liberal-Union.

l. u. e.—Left upper entrance.

Luth.—Lutheran.

lv.—Livres.

lyr.—Lyric.

M.

M.—Marcus, Marius, *Mille* (one thousand), Mucius.

M., Marq.—Marquis.

M., Matt.—Matthew.

M., Mem.—Member.

- M., mid.—Middle.
 M., Mo., Mon.—Monday.
 M., Mons.—Monsieur.
 m.—*Manipulus* (a handful), *Mensura* (measure, by measure), *Meridian*, *meridies* (noon), meter, minim (*naut. log-book*), mist, moon.
 m., mas., masc.—Masculine.
 m., mi.—Mile, mill.
 m., min.—Minute.
 m., mo., mth., (mos., *pl.*)—Month.
 M. A.—Military Academy, Master of Arts. (See A. M.)
 Mac., Macc.—Maccabees.
 Maced.—Macedonian.
 mach.; machin.—Machinery, machinist.
 Mad., Madm.—Madam.
 Ma. E.—Master of Engineering.
 Mag.—Magazine.
 M. Agr., Agr. M.—Master of Agriculture.
 Maj.—Major.
 Mal.—Malachi, Malayan.
 mam.—Mammalogy.
 Manit.—Manitoba.
 manuf.—Manufactory.
 manufr. (MFS., *pl.*)—Manufacture.
 manuf. (MFRS., *pl.*)—Manufacturers.
 manuf., mfg.—Manufacturing.
 M. Ap. Sc.—(See M. A. S.)
 Mar., Mch.—March.*
 mar.—Maritime.
 March.—Marchioness.
 marg.—Margin, marginal.
 M. A. S.—Master of Applied Science.
 Mass.—Massachusetts (official).
 math.—Mathematical, mathematician, mathematics.

*March is preferably written in full.

- Max.—Maxim, Maximilian.
 M. B.—(See B. M.)
 M. B. Sc.—Master of Business Science.
 M. C., M. Ch.—Master of Surgery (*Chirurgiae*).
 M. C.—Master Commandant, Master of Ceremonies,
 Member of Congress, Member of Council.
 M. C. D.—Doctor of Comparative Medicine.
 M. C. E.—Master of Civil Engineering.
 M. D.—Middle Dutch, Doctor of Medicine.
 Md.—Maryland (official).
 m. d.—*Main droite* (right hand), months (after) date.
 Mdle., Mlle.—Mademoiselle.
 M. D. S.—Master of Dental Surgery.
 mdse.—Merchandise.
 M. D. V.—(Same as D. V. M.)
 M. E.—Mechanical Engineer, Methodist Episcopal,
 Middle English, Military Engineer, Mining Engineer,
 Most Excellent.
 Me.—Maine (official).
 meas.—Measure.
 mech.—Mechanical, mechanics.
 M. E. C. L.—Mistress of English and Classical Literature.
 M. E. D.—Master of Elementary Didactics.
 Med.—Medical, medicine, medieval.
 Med. Dir.—Medical Director.
 Medit.—Mediterranean.
 M. E. G. H. P.—Most Excellent Grand High Priest.
 M. E. L.—Master (or Mistress) of English Literature. (Same as M. Lit.)
 Mem.—*Memento* (remember), memoir, memorandum.
 mensur.—Mensuration.
 mer.—Meridian.
 Merc.—Mercurial, mercury.
 M. E. S.—Methodist Episcopal South.
 Messrs., MM.—Messieurs (gentlemen; sirs).

met., metaph.—Metaphysical, metaphysically, metaphysics, metaphor, metaphorical, metaphorically.

Met., Metrop.—Metropolitan.

metal., metall.—Metallurgy.

meteor.—Meteorological, meteorology.

Meth.—Methodist.

Mex.—Mexican, Mexico.

m. f.—*Mezzo forte* (mus., rather loud).

mfd.—Manufactured.

M. ft.—*Mistura fiat* (let a mixture be made).

M. G.—Medical Gymnast (a Swedish degree), Graduate in Music, Major-General, Mesogothic.

m. g.—*Main gauche* (Mus., left hand).

M. Gr.—Middle Greek.

Mgr., Monsig.—Monsignor.

M. H.—Master of Horticulture.

M. H., M. Hon.—Most Honorable.

M. H. G.—Middle High German.

M. H. S.—Massachusetts Historical Society, Member of the Historical Society.

Mic.—Micah.

Mich.—Michaelmas, Michigan (official).

mid.—Midshipman.

mil., milit.—Military.

min.—Mining.

min., mineral.—Mineralogical, mineralogy.

Minn.—Minnesota (official).

Min. Plen.—Minister Plenipotentiary.

Min. Res.—Minister Resident.

Mis., Mo. (official)—Missouri.

misc.—Miscellaneous, miscellany.

Miss.—Missouri, Missionary, Mississippi.

M. L.—Master of Law, Master of Literature, Medieval Latin, Middle Latin.

ml.—Milliliter.

M. L. A.—Master (or Mistress) of Liberal Arts.

M. L. G.—Middle Low German.

M. L. S.—Master of Library Science. (See B. L. S., D. L. S.)

MM.—(Their) Majesties, martyrs. Also plural for Latin words commonly abbreviated M.

mm.—Millimeter.

M. M. E.—Master of Mechanical Engineering.

Mme. (MMES., *pl.*)—Madame.

M. Mus.—Master of Music.

M. N. A. S.—Member of the National Academy of Sciences.

M. N. S.—Member of the Numismatical Society.

M. O.—Master of Oratory.

mod.—Moderato, modern.

Moham.—Mohammedan.

mol. wt.—Molecular weight.

Mon.—Monastery.

mon.—Monetary.

Mont.—Montana (official).

Mor.—Morocco.

morn.—Morning.

M. P.—Master of Painting, Member of Parliament, Methodist Protestant, Metropolitan Police, *millia passium* (a thousand paces: the Roman mile), Municipal Police.

M. P. C.—Member of Parliament in Canada.

M. Ph.—Master of Philosophy.

M. P. L.—Master (or Mistress) of Polite Literature. Indicates same as M. Lit.

M. P. P.—Member of Provincial Parliament.

Mr.—Mister (Master).

M. R.—Master of the Rolls.

M. R. A. S.—Member of the Royal Academy of Science.

Mrs.—Misses (Mistress).

MS. (MSS., *pl.*)—Manuscript.

M. S.—Master of Surgery, *memoriae sacrum* (sacred to the memory).

M. S., M. Sc.—Master of Science.

- m. s.—Months (after) sight.
 M. S. A.—Master of Scientific Agriculture, Mistress of Science and Arts.
 M. S. D.—Master of Scientific Didactics.
 m. s. l.—Mean sea level.
 Mt. (Mts., *pl.*)—Mount, mountains.
 M. T. C.—Marcus Tullus Cicero.
 Mus.—Museum, music, musical.
 Mus. B.—(Same as B. Mus.)
 Mus. D.—(Same as D. Mus.)
 M. V. (*Medicus Veterinarius*)—Veterinary Physician.
 Course of four or five years.
 m. v.—*Mezza voce* (music with half the power of the voice).
 M. V. D.—(Same as D. V. M.)
 M. W.—Most Worshipful, Most Worthy.
 M. W. G. C. P.—Most Worthy Grand Chief Patriarch.
 M. W. G. M.—Most Worshipful (or Worthy) Grand Master.
 M. W. V.—Mexican War Veterans.
 Myst.—Mysteries.
 myth.—Mythological, mythology.

N.

- N.—Nero, nitrogen, Norse.
 N., Nep.—Neptune.
 N., No., Nor.—North.
 N., North.—Northern.
 n.—Name, *natus* (born), new, nomen, noon, note, noun.
 n., na.—Nail.
 n., neut.—Neuter.
 n., nom., nomin.—Nominative.
 n., No. (Nos., *pl.*)—Number.
 N. A.—National Academician.

- N. A., N. Am.—North America, North American.
N. A. D.—National Academy of Design.
Nah.—Nahum.
Nap.—Napoleon.
narr.—*Narratio* (in law, a formal statement).
N. A. S.—National Academy of Sciences.
Nat.—Natal, National.
nat.—Natural, naturalist.
Nath.—Nathaniel.
Nat. Hist.—Natural History.
nat. ord.—Natural order.
Nat. Sc. Doc.—Doctor of Natural Science. Ranks
with Ph. D.
naut.—Nautical.
nav.—Naval.
nav., navig.—Navigation.
Nav. Const.—Naval constructor.
navig.—Navigator.
N. B.—New Brunswick, North Britain, North British,
nota bene (note well).
N. C.—New Church, North Carolina (official).
n. d.—No date.
N. Dak.—North Dakota (official).
N. E.—Northeast, Northeastern.
N. E., N. Eng.—New England.
Neb., Nebr. (official)—Nebraska.
neg.—Negative, negatively.
Neh.—Nehemiah.
n. e. i.—*Non est inventus* (is not found).
nem. con.—*Nemine dissentiente* (no one contradict-
ing, unanimously).
Neo-Plat.—Neo-Platonic.
Neth.—Netherlands.
Nev.—Nevada (official).
New M., N. M., N. Mex. (official)—New Mexico.
New Test., N. T.—New Testament.

- N. F.—New Foundland, New French, Norman French.
- N. G.—National Guard, New Grenada, Noble Guard.
- n. g.—No good.
- Ng., Norw.—Norwegian.
- N. Gr.—New Greek.
- N. H.—New Hampshire (official).
- N. H. D.—(Same as Doc. Nat. Hist.)
- N. Heb.—New Hebrew.
- N. H. G.—New High German.
- N. H. H. S.—New Hampshire Historical Society.
- Nicar.—Nicaragua.
- No. Pri., N. P.—*Nisi Prius* (unless before)
- N. L.—New Latin.
- N. J.—New Jersey (official).
- n. l.—*Non licet* (it is not permitted), *non liquet* (it is not clear), *non longe* (not far).
- N. L.—North Latitude.
- N. N. E.—North-northeast.
- N. N. W.—North-northwest.
- N. O.—Natural order, New Orleans.
- nol. pros.—*Nolle Prosequi* (to be unwilling to prosecute).
- Non-com.—Non-commissioned, non-commissioned officer.
- non con.—Non-content, *i. e.*, dissentient.
- non cul.—*Non culpabilis* (not guilty).
- non obs., non obst.—*Non obstante* (notwithstanding).
- non pros.—*Non prosequitur* (he does not prosecute).
- non seq.—*Non sequitur* (it does not follow).
- n. o. p.—Not otherwise provided for.
- Nor.—Norman.
- Northum., Northumb.—Northumberland.
- Norw.—Norway.
- Nov.—November.
- N. P.—New Providence, Notary Public.
- N. P. D.—North polar distance.

N. S.—New School, New Series, New Side, New Style, *Notre Seigneur* (Our Lord), Nova Scotia, Numismatic Society.

n. s.—Not specified.

N. S. J. C.—*Noster Salvator Jesus Christus* (Our Savior Jesus Christ), *Notre Seigneur Jesus Christ* (Our Lord Jesus Christ).

N. S. W.—New South Wales.

N. T.—New translation.

n. u.—Name unknown.

Num., Numb.—Numbers.

num.—Numeral.

numis.—Numismatic, Numismatics, Numismatology.

nux vom.—Nux vomica.

N. V.—New Version.

N. V. M.—Nativity of the Virgin Mary.

N. W.—Northwest, northwestern.

N. W. S. A.—National Woman's Suffrage Association.

N. W. T.—Northwest Territory.

N. Y.—New York (official).

N. Y. H. S.—New York Historical Society.

N. Z., N. Zeal.—New Zealand.

O.

O.—Ohio, Ossa, Oxygen.

o.—*Octarius* (a pint), old (*naut. log-book*), overcast.

O. B.—(Same as B. O.)

Ob., Obad.—Obadiah.

ob.—*Obiit* (died), *obiter* (incidentally, by the way), oboe.

obdt., Obt., obt.—Obedient.

obj.—Object, objection, objective, objectively.

obl.—Oblique, oblong.

obs.—Observation, observatory, obsolete.

- obstet.—Obstetrics.
- O. Bulg.—Old Bulgarian.
- oc.—Ocean.
- O. Cel., O. Celt.—Old Celtic.
- Oct.—October.
- O. D.—Old Dutch.
- O. Dan.—Old Danish.
- O. E.—Old English.
- O. F.—Odd Fellow, Old French.
- off.—Official, officinal.
- offg.—Officiating.
- O. Fris.—Old Frisian.
- O. G.—Outside Guard or Guardian.
- O. Gael.—Old Gaelic.
- O. H. G.—Old High German.
- O. Ice., O. Icel.—Old Icelandic.
- O. Ir.—Old Irish.
- O. It.—Old Italian.
- O. K. (O. K.s, *pl.*)—All correct. (Humorous spelling, *oll korrekt.*)
- O. K.d—All corrected.
- O. K.ing—Correcting.
- Okla.—Oklahoma (official).
- O. L.—Old Latin.
- Ol.—*Oleum* (oil).
- Ol., Olym.—Olympiad.
- Old Test., O. T.—Old Testament.
- O. L. G.—Old Low German.
- O. M.—Old measurement.
- omn. hor.—*Omni hora* (every hour).
- O. M. V.—Master of Obstetrics of Vienna.
- O. N.—Old Norse.
- O. N. F.—Old Northern French.
- Ont.—Ontario.
- O. P.—Old Price, *Ordinis Praedicatorum* (of the order of Preachers or Dominicans).
- Op.—Opera.

- op.—Opus.
 op., opp.—Opposite.
 o. p.—Opposite prompt (side), out of print.
 opp.—Opposed.
 opt.—Optative, optical, optician, optics.
 Or.—Oriental.
 Or., Ore., Oreg.—Oregon.
 orat.—Orator.
 O. R. C.—Order of the Red Cross.
 ord.—Ordained, order, ordinance, ordinary.
 ord., ordn.—Ordinance.
 org.—Organic, organized.
 org. chem.—Organic chemistry.
 orient.—Orientalist.
 orig.—Origin, original, originally.
 ornith.—Ornithological, ornithology.
 O. S.—Old Saxon, Old School, Old Series, Old Side,
 Old Style, Outside Sentinel.
 O. S. A.—*Ordinis Sancti Augustini* (of the Order of
 St. Agness).
 O. S. B.—*Ordinis Sancti Benedicti* (of the Order of
 St. Benedict.)
 O. S. F.—*Ordinis Sancti Francisci* (of the Order of
 St. Francis).
 O. Sl.—Old Slavonic.
 O. U. A.—Order of United Americans.
 O. U. A. M.—Order of United American Mechanics.
 Oxf.—Oxford.
 oz. (oz., ozs., *pl.*)—Ounce.

P.

- P.—Parnellite, Phosphorous, Publius.
 p.—(*Naut. log-book*) passing showers, past, *pater*
 (father) penny, *pere* (father), *piano* (soft), pipe, pole,
 poudere (by weight).
 p. (*pp.*, *pl.*)—Page.

- p., pop.—Population.
 p., pt. (PTS., *pl.*)—Part, pint.
 p., part., adj.—Participial adjective.
 Pa. (official), Penn.—Pennsylvania.
 P. A.—Post Adjutant.
 Pac. Oc.—Pacific Ocean.
 p. ac.—*Partes aequales* (equal parts).
 paint.—Painting.
 Pal.—Palestine.
 pal., paleon., paleont.—Paleontology.
 pam., pamph.—Pamphlet.
 Pan.—Panama.
 par.—Paragraph, parallel, parish.
 Para.—Paraguay.
 Parl.—Parliament, parliamentary.
 par. pas.—Parallel passage.
 part.—Participle.
 pass.—Passive.
 Pata.—Patagonia.
 path., pathol.—Pathology.
 Patk.—Patrick.
 Pat. Off.—Patent Office.
 paym't, payt., pay't, pt. (PTS., *pl.*)—Payment.
 P. C.—Pharmaceutical Chemist, *Patres Conscripti*
 (Conscript Fathers, Senators), Police Constable, Post
 Commander, Principal Conductor, Privy Council, Privy
 Councillor.
 P. D.—(Same as Ph. D.)
 p. c.—Postal card, *post consulatum* (after the coun-
 cilship).
 Pd.—Palladium.
 pd.—Paid.
 Pd. D.—Doctor of Pedagogy.
 Pd. M.—Master of Pedagogy.
 P. E.—Presiding Elder, Protestant Episcopal.
 Pe. B.—Bachelor of Pedagogics.
 P. E. I.—Prince Edward Island.

pen.—Peninsula.
Pent.—Pentecost.
peo.—People.
per.—Period.
per., pers.—Person.
Per., Pers.—Persia, Persian.
per an.—*Per annum* (annually).
per ct.—Per cent.
perf., pf.—Perfect.
pers.—Personal, personally.
persp.—Perspective.
pert.—Pertaining.
Peruv.—Peruvian.
Pet.—Peter.
pf., pref.—Preferred.
p. f.—*Pui forte* (a little louder).
P. G.—German Pharmacopœia, Past Grand.
Pg., Port., Ptg.—Portugal, Portuguese.
P. G. M.—Past Grand Master.
Phar.—Pharmaceutical, pharmacopœia, pharmacy.
Phar. D., Pharm. D.—Doctor of Pharmacy.
Pharm. M.—Master of Pharmacy.
Ph. B.—(Same as B. Ph.)
Ph. D.—Doctor of Philosophy, also same as Phar. D.
Ph. M.—(Same as M. Ph.)
Phen., Phenic.—Phenician.
Phil.—Philip, Philippians.
Phil., Phila.—Philadelphia.
Phil., Philem.—Philemon.
phil., philos.—Philosopher, philosophical, philosophy.
Phil. Soc., Ph. S.—American Philological Society.
phon., phonet.—Phonetics.
phonog.—Phonography.
phonol.—Phonology.
phot., photog.—Photographic, photography.
phr.—Phrase.
phren., phrenol.—Phrenological, phrenology.

- P. H. S.—Pennsylvania Historical Society.
 phys.—Physical, physician, physics.
 phys., physiol.—Physiological, physiology.
 Phys. Sci.—Physical Science.
 P. I.—Phonographic Institute, Philippine Islands.
 pinx., pnxt., pxt.—*Pinxit* (painted it).
 P. J.—Justice of the Peace, Police Justice, Presiding Judge, Probate Judge.
 pk. (PKS., *pl.*)—Peck.
 pkg. (PKGS., *pl.*)—Package.
 P. L.—Paradise Lost, Poet Laureate.
 pl.—Place, plate.
 pl., plur.—Plural.
 plup., plupf.—Pluperfect.
 Plur.—Plurality.
 P. M.—Past Master, Past Midshipman, paymaster, postmaster, *post meridian* (afternoon).
 P. M., Pon. Max.—*Pontifex Maximus* (Supreme Pontiff).
 pm.—Premium.
 P. M. G.—Paymaster-general, Postmaster-general.
 p. n.—Promissory note.
 pneum.—Pneumatic, pneumatics.
 po.—Pole: a measure.
 P. O.—Post Office, Province of Ontario.
 P. O. D.—Pay on Delivery, Post-Office Department.
 poet.—Poetic, poetical, poetry.
 Pol.—Poland, Polish.
 pol., polit.—Political, politics.
 polit. econ.—Political economy.
 P. O. O.—Post-office order.
 pop.—Popular, popularity.
 pos., posit.—Positive.
 pos., poss.—Possession, possessive.
 pot.—Potential.
 P. P.—*Parens* (or *Pater*) *Patriae* (Father of his Country), Parish priest.

- p. p.—Past participle, play or pay.
 p. p., per proc.—A proxy.
 p. p., prop., propr.—Proprietor.
 pp., ppp., pppp.—Pianissimo.
 P. P. C.—*Pour prendre conge* (to take leave).
 pph.—Pamphlet.
 p. p. i.—Policy proof of interest.
 p. pr., ppr.—Participle present.
 ppr.—Proper.
 P. Prog.—Pilgrim's Progress.
 P. Q.—Previous questions, Province of Quebec.
 pr.—Per, pretor, price.
 pr. (PRS., *pl.*)—Pair.
 pr., prep.—Preposition.
 pr., pres.—Present.
 pr., pron.—Pronominal, pronoun.
 P. R.—Paradise Regained, *Populus Romanus* (the Roman People), Prize-ring.
 P. R., P. Rico.—Puerto Rico.
 Pr.—Praseodymium, priest, prince.
 Pr. (PRS., *pl.*)—Printer.
 Pr., Prov.—Provencal.
 P. R. C.—*Post Roman conditam* (after the building of Rome).
 Preb.—Prebend, prebendary.
 Prec.—Preceding.
 pref.—Preface, preference, prefix, prefixed
 Pres.—President.
 Pres., Presb.—Presbyterian.
 pret.—Preterit.
 prim.—Primary, primate, primitive.
 prin.—Principal, principally, principles.
 print.—Printing.
 priv.—Privative.
 p. r. n.—*Pro re nata* (as the occasion arises).
 prob.—Probable, probably, problem.
 Proc.—Proceedings.

- Prof.**—Professor.
Prom. Promontory.
pron.—Pronounced, pronunciation.
prop.—Properly, proposition.
pros.—Prosody.
Prot.—Protestant.
pro tem.—*Pro tempore* (for the time being).
Prov.—Provence, Proverbs, Province, Provost.
Prov., prov.—Provincial.
prov.—Proverbially.
prox.—*Proximo* (next month).
Prus.—Prussia, Prussian.
P. S.—Permanent Secretary, *post scriptum* (PSS.,
pl.) (post script), Principal Sojourner, Privy Seal.
ps.—Pieces.
Ps., Psa.—Psalm, Psalms.
pseud.—Pseudonym.
psych.—Psychic, psychical.
psych., psychol.—Psychology.
Pt.—Platinum, point, port.
p. t.—Post-town.
P. T.—Pupil teacher.
P. T. O.—Please turn over.
pub.—Public, published, publisher, publishing.
pub., pubn.—Publication.
pulv.—*Pulvis* (powder).
p. v.—Post-village.
pwt.—Pennyweight.
P. X.—Please exchange.

Q.

- Q.**—Quintius, Quintus, Quirites.
Q., Qu.—Queen.
Q., Que.—Quebec.
q.—Quasi, (*Naut. log-book*) squalls.
q., qr. (qrs., pl.)—Quadrane (farthing).

- q., qu., qy.—Query.
 q., qu., ques.—Question.
 q., ql.—Quintal.
 Q. A. B.—Queen Anne's Bounty.
 Q. B.—Queen's Bench.
 Q. C.—Queen's College, Queen's Counsel
 q. d.—*Quasi dicat* (as if he should say), *quasi dictum*
 (as if said), *quasi dixisset* (as if he had said).
 q. e.—*Quod est* (which is).
 q. e. d.—*Quod erat demonstrandum* (which was to be
 demonstrated).
 q. e. f.—*Quod erat faciendum* (which was to be done).
 q. e. i.—*Quod erat inveniendum* (which was to be
 found out).
 q. l.—*Quantum libet* (as much as is agreeable).
 Q. M.—Quartermaster.
 qm.—*Quomodo* (in what manner, by what means,
 how).
 Q. Mess.—Queen's Messenger.
 Q. M. G.—Quartermaster-general.
 q. p., q. pl.—*Quantum placet* (as much as seems good).
 qr. (qrs., pl.)—Quarter (weight or measure), quire.
 q. s.—*Quantum sufficit* (as much as suffices), quarter
 section.
 Q. S.—Quarter-sessions.
 qt. (qts., pl.)—Quart.
 qu.—Quantity.
 qu., quar., quart.—Quarter, quarterly.
 quad.—Quadrant, quadrate.
 q. v.—*Quantum vis* (as much as you will), *Quod vide*
 (which see).

R.

R.—*Regina* (Queen), response, *Respublica* (the Republic), retired, *Rex* (King), *Roma* (Rome), Rufus
 (*Naut. log-book*) run (deserted).

- R., Rad.—Radical.
 R., R. W., Rw., Ry.—Railway.
 R., Ream.—Reamur.
 R., Rec.—Recipe.
 R., Rect.—Rector.
 R., Rep., Repub., Rp.—Republic, Republican.
 R., Riv.—River.
 R., Robt.—Robert.
 r.—(*Naut. log-book*) rainy, rare, residence, resides, right, rises, rod.
 r. (rs., *pl.*)—Rupee.
 r., ro.—Rood.
 R. A.—Rear-admiral, right ascension, Royal Academy, Royal Arcanum, Royal Artillery, Russian America.
 Rabb.—Rabbinical.
 R. A. C.—Royal Arch Chapter.
 rad.—*Radix* (root).
 rall.—Rallentando (gradually slower).
 R. A. M.—Royal Academy of Music, Royal Arch Mason.
 R. C.—Red Cross.
 R. C., Rom. Cath.—Roman Catholic.
 r. c.—Right center.
 R. C. A.—Reformed Church in America.
 R. C. Ch.—Roman Catholic Church.
 rept., rec't, rect.—Receipt.
 R. E.—Reformed Episcopal, Right Excellent, Royal Engineers, Royal Exchange.
 r. 1. e., r. 2. e.—Right first entrance, right second entrance, etc.
 rec'd, recd.—Received.
 Rec. Sec.—Recording Secretary.
 Ref.—Reformation.
 Ref. Ch.—Reformed Church.
 refl.—Reflection, reflective, reflex, reflexive, reflexively.
 Reg.—Register, Registrar.

- reg.—Registry, regular.
Reg., Regt.—Regent, Regiment.
rel.—Relative, relatively, religion, religious, *reliquae* (remains, relics).
rel. pron.—Relative pronoun.
rem.—Remark.
Rep.—Reporter, Representative.
Rep., rpt.—Report.
rep., repr.—Representing.
retd.—Returned.
Rev.—Revelation, revenue, review, revolution.
Rev., Rev'd (REVS., *pl.*)—Reverend.
rev.—Revise, revised, revision.
Rev. Stat., Rev. Stats., R. S.—Revised Statutes.
Rev. Ver., R. V.—Revised Version.
R. F.—*Republique Francaise* (French Republic).
r. h.—Right hand.
R. H.—Royal Highness.
rhet.—Rhetoric, rhetorical.
R. I.—Rhode Island (official).
Rich., Rich'd.—Richard.
R. I. P.—*Requiescat in pace* (may he [or she] rest in peace).
rit., ritard.—Ritardando (Mus., gradually slackening the speed).
riten.—Ritenuto (same as ritardando).
rm.—Ream.
R. N.—Royal Navy.
R. O.—Receiving Office.
Rom.—Roman, Romance, Romans.
Roum.—Roumanian.
R. P. E.—Reformed Protestant Episcopal.
R. S.—Recording Secretary.
r. s.—Right side.
R. S. V. P.—*Repondez, s'il vous plaît* (answer, if you please).
Rt. Hon.—Right Honorable.

Rt. Rev.—Right Reverend.
 Rt. Wpful., R. W.—Right Worshipful.
 r. u. e.—Right upper entrance.
 Rus., Russ.—Russian.
 R. W.—Right Worthy.

S.

S.—Scribe, segno, Sextus, Sign, Signor, sun.
 S., Sab.—Sabbath.
 S., St. (STE., *fem.*; SS., *pl.*)—Saint.
 S., Sa., Sat.—Saturday.
 S., Sax.—Saxon.
 S., s.—Scalar.
 S., Serv.—Servius.
 S., Soc.—Society.
 S., So.—South.
 S., Sou.—Southern.
 S., Su., Sun., Sund.—Sunday.
 s.—See, set, sinister (*Naut. log-book*), snow, solo, son,
 stem, succeeded.
 s., sec.—Second.
 s., sec., sect. (ss., *pl.*)—Section.
 s., ser.—Series.
 s., sh.—Shilling.
 s., sin., sing.—Singular.
 s., sop.—Soprano.
 s., subst.—Substantive.
 S. A.—South Africa, South Australia.
 S. A., S. Am.—South America, South American.
 s. a.—*Secundum artem* (according to art), *sine anno*
 (without date).
 Sam., Saml.—Samuel.
 Sam., Samar.—Samaritan.
 San., Sans., Sansc., Sansk., Skr., Skt.—Sanskrit.
 Sar.—Sardinia, Sardinian.
 Sax.—Saxony.

S. B.—South Britain, Spartan Brotherhood, steam-boat.

S. B., Sc. B.—(Same as B. Sc.)

S. C.—South Carolina, Staff Corps, Supreme Court.

s. c., s. caps., sm. caps.—Small capitals.

Sc., Scot.—Scotch.

Sc.—Scene.

sc., scil., SS.—Scilicet (namely, to wit).

sc., sculp., sculpt.—*Sculpsit* (engraved it).

Scan., Scand.—Scandinavian.

Sc. D., S. D.—(Same as D. S.)

sch., schol.—*Scholium* (a note).

sch., schr.—Schooner.

sci.—Science, scientific.

sci. fa.—*Scire facias* (that you cause to know: a judicial writ).

Sclav.—Sclavonic.

Sc. M., S. M.—(Same as M. S.)

Scot.—Scotland, Scottish.

scr.—Scruple.

Script.—Scriptural, scripture.

sculp., sculpt.—Sculptor, sculptural, sculpture.

S. D.—*Salutem dicit* (sends greeting), Senior Deacon.

s. d.—*Sine die* (without day).

S. Dak.—South Dakota (official).

S. E.—Southeast, Southeastern.

Sec.—Secretary.

sec.—Secant.

Sec. Leg.—Secretary of Legation.

sec. leg.—*Secundum legem* (according to law).

sec. reg.—*Secundum regem*.

sel.—Selected, selection.

Sem.—Seminary, Semitic.

sem.—*Semble* (it seems).

Sen.—Senate, Senator.

sen., senr., Sr.—Senior.

Sen. Doc.—Senate Document.

- sep.—Separate.
 Sep., Sept.—September, Septuagint.
 seq., sq.—*Sequentes, sequentia* (the following).
 seqq., sqq.—*Sequentibus* (in the following places).
 ser.—Sermon.
 serg., sergt.—Sergeant.
 serj., serjt.—Serjeant.
 Serv.—Servia, Servian.
 serv.—Servant.
 sess.—Session.
 sfz.—Sforando (Mus., accented forcibly).
 S. G.—Solicitor-general.
 s. g., sp. gr.—Specific gravity.
 S. H.—School-house.
 Shak., Shaks.—Shakespeare.
 s. h. v.—*Sub hac verbo* or *voce* (under this word).
 S. I.—Sandwich Islands, Staten Island.
 Sib.—Siberia, Siberian.
 Sic.—Sicilian, Sicily.
 Sim.—Simeon.
 sin.—Sine.
 S. J.—Society of Jesus.
 S. J. C.—Supreme Judicial Court.
 S. L.—Sergeant at Law, Solicitor at Law.
 S. l., S. lat.—South latitude.
 Slav.—Slavic, Slavonian, Slavonic.
 sld.—Sailed.
 s. l. p.—*Sine legitima prole* (without lawful issue).
 S. M.—Senior Magistrate, sewing machine, State Militia.
 S. M. E.—*Sancta Mater Ecclesia* (Holy Mother Church).
 Smith. Inst.—Smithsonian Institution.
 S. M. M.—*Sancta Mater Maria* (Holy Mother Mary).
 s. m. p.—*Sine mascula prole* (without male issue).
 s. n.—*Secundum naturam* (according to nature).
 S. O.—Sub Office.

- s. o.—Sellers' option.
- Soc.—Socrates.
- sociol.—Sociology.
- Soc. Isl.—Society Islands.
- S. of Sol.—Song of Solomon.
- S. of T.—Sons of Temperance.
- Sol., Solr.—Solicitor.
- sol., solut.—Solution.
- Soph.—Sophist, Sophocles, sophomore.
- sov.—Sovereign.
- Sp.—Spain, Spanish, Spirit.
- s. p.—*Sine prole* (without issue).
- sp.—Spelling.
- S. P. C.—Society for the Prevention of Crime.
- S. P. C. A.—Society for the Prevention of Cruelty to Animals.
- S. P. C. C.—Society for the Prevention of Cruelty to Children.
- spec.—Special, specially.
- spec., specif.—Specific, specifically.
- sport.—Sporting.
- S. P. Q. R.—*Senatus Populusque Romanus* (The Roman Senate and People).
- s. p. r.—*Sine prole superstitie* (without surviving issue).
- spt.—Seaport.
- sq.—Square.
- sq. ft., sq. in., etc.—Square foot (or feet), square inch, etc.
- Sr.—Sir. (See Senior.)
- S. R. I.—*Sacrum Romanum Imperium* (Holy Roman Empire).
- SS.—*Semis* (half).
- S. S.—Sabbath-school, Sunday-school.
- s. s.—Screw steamer, steamship.
- SS. D.—*Sanctissimus Dominus* (Most Holy Lord [the Pope]).

- S. S. E.—South-southeast.
 S. S. W.—South-southwest.
 St.—Strait.
 St. (STS., *pl.*)—Street.
 st.—Stanza, *stet*, stone, strophe.
 s. t.—*Senza tempo* (without marked time), short ton.
 S. T. B.—(*Sacrae Theologiae Baccalaurous*) Bachelor of Theology. Indicates same as B. D.
 Stat.—*Statim* (immediately), statuary, statute.
 S. T. D.—(*Sacrae Theologiae Doctor*) Doctor of Divinity. Indicates same as D. D.
 ster., stereo.—Stereotype, stereotyper, stereotyping.
 ster., stg.—Sterling.
 str.—Steamer.
 sub.—Suburb, suburban.
 sub., subj.—Subject, subjective, subjunctive.
 sub., subst.—Substitute.
 subsect.—Subsection.
 suf., suff.—Suffix.
 Sult.—Sultan.
 sup.—Supine, *supra*.
 Sup. Ct.—Superior Court, Supreme Court.
 sup., super.—Superior, superfine.
 sup., superl.—Superlative.
 sup., Supp.—Supplement.
 sup., Supr.—Supreme.
 Supt.—Superintendent.
 Surg.—Surgeon.
 surg.—Surgery, surgical.
 Surv.—Surveying, surveyor.
 s. v.—*Sub verbo* or *voce* (under the word).
 S. V.—*Sancta Virgo* (Holy Virgin), *Sanctitas Vestra* (Your Holiness), Sons of Veterans.
 S. W.—Senior Warden, southwest, southwestern.
 Sw.—Sweden, Swedish.
 Swit., Switz.—Switzerland.
 sym.—Symbol, symbolic.

syn.—Synonym, synonymous.

synop.—Synopsis.

Syr.—Syria, Syriac, Syrian.

syr.—Sirup.

syst.—System.

T.

T.—Tensor.

T., Ter., Terr.—Territory.

T., Test.—Testament.

T., Tit.—Titus.

T., Tu., Tues.—Tuesday.

T., Tul., Tvl.—Tullius.

t.—(*Naut. log-book*) thunder, ton, town, tun, *tutti* (all together).

t., temp.—*Tempore* (in the time [of]).

t., ten.—Tenor.

t., tom.—Tome.

t., tp.—Township.

t., trans., tr.—Transitive.

T. A. B.—Total Abstinence Brotherhood

tal. qual.—*Talis qualis* (of average quality).

tan.—Tangent.

tart.—Tartaric.

Tb., Ti., Tib.—Tiberius.

tc., tier. (TCS., TRCS., *pl.*)—Tierce.

T. E.—Typographical Engineer. (Four years' course.)

tech.—Technical, technically.

tech., technol.—Technology.

tel., teleg.—Telegram, telegraph, telegraphic.

temp.—Temporal, temporary.

Tenn.—Tennessee (official).

term.—Termination.

Teut.—Teuton, Teutonic.

Tex.—Texan, Texas (official).

Text. Rec.—*Textus receptus* (received text).
tf.—Till forbidden.
t. g.—Type genus.
Th.—Theophilus, Thomas.
Th., Thu., Thur., Thurs.—Thursday.
theat.—Theatrical.
Theo.—Theodore.
theol.—Theologian, theological, theology.
theor.—Theorem.
Theos.—Theosophical, theosophist, theosophy.
therap.—Therapeutic, therapeutics.
Thess.—Thessalonians.
thlr.—Thaler.
Tho., Thos.—Thomas.
t. i. d.—*Ter in die* (three times a day).
Tim.—Timothy.
tinct.—Tincture.
T. O.—Turn over.
Tob.—Tobit.
tonn.—Tonnage.
topog.—Topographical, topography.
Tr.—Trustee.
Tr., Trb.—*Tribunus* (tribune).
Tr., Trans.—Transactions, translator.
Tr., Treas.—Treasurer
tr.—Transpose, trill.
tr., trans.—Translated, translation.
trag.—Tragedy, tragic.
transf.—Transferred.
Trav.—Travels.
Treas.—Treasury.
trig., trigon.—Trigonometrical, trigonometry.
Trin.—Trinity.
trop.—Tropic, tropical, tropically.
ts.—Till sale.

T. L. L.—To take leave.
 Tur., Turk.—Turkey, Turkish.
 typ., typo., typog.—Typographer, typographic, typography.

U.

U.—Uranium.
 u.—(*Naut. log-book*). Ugly, threatening weather; you.
 U. B.—United Brethren.
 U. C.—Upper Canada, *urbe condita* (the city being built: year of Rome).
 U. G. R. R.—Underground railroad.
 U. J. D.—Doctor of Both Laws (the canon and civil laws).
 U. K.—United Kingdom.
 ult., ulto.—Ultimo (last [month]).
 um., un.m.—Unmarried.
 ung.—*Unguentum* (ointment).
 Unit.—Unitarian.
 Univ.—Universalist, University.
 univ.—Universal.
 U. P.—United Presbyterians.
 up.—Upper.
 Uru.—Uruguay.
 U. S.—Uncle Sam, United Service, United States.
 u. s., ut. sup.—*Ut. supra* (as above).
 U. S. A.—United States Army, United States of America.
 U. S. C. C. or Ct.—United States Circuit Court.
 U. S. L.—United States Legation.
 U. S. M.—United States Mail, United States Marines.
 U. S. M. A.—United States Military Academy.
 U. S. N.—United States Navy.
 U. S. N. A.—United States Naval Academy.
 U. S. P., U. S. Pharm.—United States Pharmacopœia.

U. S. S.—United States Senate, United States Ship,
United States Steamer.

U. S. S. C. or Ct.—United States Supreme Court.

U. S. Sig. Serv.—United States Signal Service.

U. S. S. S.—United States Steamship.

usu.—Usual, usually.

u. s. w.—*Und so weiter* (and so forth).

U. T. or Ter.—Utah Territory.

ut dict.—*Ut dictum* (as directed).

ux.—*Uxor* (wife).

V.

V.—Vice, Victoria.

V., Ven.—Venerable.

V., Vis., Visc., Visc.—Viscount.

V. (VV., *pl.*)—Violin.

V., vol. (VOLS., *pl.*)—Volunteer.

v., vb.—Verb.

v., ver.—Verse.

v., vs.—*Versus* (against).

v., vid.—*Vide* (see).

v., vil.—Village.

v., voc.—Vocative.

v., vol. (VOLS., *pl.*)—Volume.

V. A.—Vice-admiral, (Order of) Victoria (and) Albert.

V. A., Vic. Ap.—Vicar Apostolic.

v. a.—Verbactive, *vixit annos* (lived [so many] years).

V. a., vb. a.—Verbal adjective.

Va.—Virginia (official).

val.—Value.

var.—Variant, variety.

var. lect.—*Varia lectio* (varying reading).

Vat.—Vatican.

v. aux.—Verb auxiliary.

- vb. n.—Verbal noun.
- V. C.—Vice-chairman, vice-chancellor, Victoria Cross.
- v. d.—Various dates.
- v. def.—Verb defective.
- v. dep.—Verb deponent.
- V. D. L.—Van Dieman's Land.
- V. D. M.—*Verbi Dei Minister* (Minister of the Word of God).
- Venet.—Venetian.
- Venez.—Venezuela.
- Verm., Vt. (official)—Vermont.
- Vert.—Vetebrata, vertebrate.
- ves.—Vessel.
- vet., veter.—Veterinary.
- Vet. Surg., V. S.—Veterinary Surgeon.
- V. G.—Vice-grand.
- V. G., Vic. Gen.—Vicar-general.
- v. g.—*Verbi gratia* (for example).
- v. i.—Verb intransitive.
- Vice Pres., V. P.—Vice-president.
- v. imp.—Verb impersonal.
- v. irr.—Verb irregular.
- viz.—*Videlicet* (to wit, namely).
- V. M.—(Same as M. V.)
- V. M. D.—(Same as D. V. M.)
- v. n.—Verb neuter.
- vocab.—Vocabulary.
- volc.—Volcano.
- V. R.—*Victoria Regina* (Queen Victoria).
- V. R., V. Rev.—Very Reverend.
- v. r.—Verb reflexive.
- V. R. P.—*Vestra Reverendissima Paternitas* (Your Very Reverend Paternity).
- v. s.—*Volte subito* (turn over quickly).
- v. t.—Verb transitive.
- vul., vulg.—Vulgar, vulgarly.
- Vul., Vulg.—Vulgate.

vv. ll.—*Variae lectiones* (various readings).

V. W.—Very Worshipful.

v. y.—Various years.

W.

W.—Warden, Welsh, West, Western, Wolfram.

W., We., Wed.—Wednesday.

W., Wm.—William.

w.—(*Naut. log-book*) wet dew, wife.

w., wk.—Week.

W. A.—West Africa, West Australia.

Wash.—Washington (State: official).

W. B.—Water Board, way-bill.

W. B. M.—Women's Board of Missions.

W. C.—Wesleyan Chapel, without charge.

W. C. A.—Women's Christian Association.

W. C. T. U.—Women's Christian Temperance Union.

Westm.—Westminster.

w. f., wf.—Wrong font.

W. G.—Worthy Grand.

W. Ger.—West Germanic.

whf.—Wharf.

W. I.—West India, West Indies.

Wis. (official), Wisc.—Wisconsin.

Wisd.—Wisdom (book of).

W. L.—Wave-length.

W. lon.—West longitude.

W. M.—Worshipful Master.

W. & M.—William and Mary (King and Queen).

W. N. W.—West-northwest.

Wp.—Worship.

W. P.—Worthy Patriarch.

Wpful.—Worshipful.

W. R., W. Rex.—King William.

W. S.—West Saxon, Writer to the Signet.

W. S. W.—West-southwest.

wt.—Weight.

W. Va.—West Virginia (official).

Wyo.—Wyoming (official).

X.

X., Xt.—(Gr. form of Ch., *Christos*) Christ.

X.—Xavier.

xcp.—Without coupon.

xd., xdiv.—Without dividend.

Xdr.—Crusader.

Xen.—Xenophon.

Xn., Xmas.—Christmas.

Xn., Xtian.—Christian.

Xnty., Xty.—Christianity.

Xper., Xr.—Christopher.

Y.

y., yd. (yds., *pl.*)—Yard.

y., yr. (yrs., *pl.*)—Year.

Y. B., Yr. B.—Year-book.

Y. M. C. A.—Young Men's Christian Association.

Y. M. Cath. A.—Young Men's Catholic Association.

Y. P. S. C. E.—Young People's Society of Christian Endeavor.

yr.—Younger, your.

Y. W. C. A.—Young Women's Christian Association.

Y. W. C. T. U.—Young Women's Christian Temperance Union.

Z.

Z. G.—Zoological Garden.

Zn.—Zinc.

zoogeog.—Zoogeography.

zool.—Zoology, zoological.

ABBREVIATIONS OF THE MONTHS.

January—Jan.
February—Feb.
March—Mar.*
April—Apr.*
May—None.
June—None.
July—None.
August—Aug.
September—Sep. or Sept.
October—Oct.
November—Nov.
December—Dec.

ABBREVIATIONS OF THE STATES.

The following are the correct abbreviations of the names of the states:

Alabama—Ala.
Arizona—Ariz.
Arkansas—Ark.
California—Cal. or Calif.
Colorado—Col. or Colo. (Colo. is preferable).
Connecticut—Conn. or Ct.
Delaware—Del.
District of Columbia—D. C.
Florida—Fla.
Georgia—Ga.
Illinois—Ill. or Ills.
Indiana—Ind.
Indian Territory—Ind. T.
Kansas—Kan., Kans., or Kas.
Kentucky—Ky.
Louisiana—La.
Maine—Me.

* It is better form to write March and April in full.

Maryland—Md.
Massachusetts—Mass.
Michigan—Mich.
Minnesota—Minn.
Mississippi—Miss.
Missouri—Mo.
Montana—Mont.
Nebraska—Neb. or Nebr.
Nevada—Nev.
New Hampshire—N. H.
New Jersey—N. J.
New Mexico—N. M.
New York—N. Y.
North Carolina—N. C.
North Dakota—N. Dak.
Oklahoma—Okla.
Oregon—Ore.
Pennsylvania—Pa.
Rhode Island—R. I.
South Carolina—S. C.
South Dakota—S. Dak.
Tennessee—Tenn.
Texas—Tex.
Vermont—Vt.
Virginia—Va.
Washington—Wash.
West Virginia—W. Va.
Wisconsin—Wis.
Wyoming—Wyo.
British Columbia—B. C.
New Brunswick—N. B.
Nova Scotia—N. S.
Ontario—Ont.
Quebec—Q., Que.
Idaho, Iowa, Ohio and Utah should not be abbreviated.

THE HYPHEN

The hyphen is a short dash used to join words that do not sufficiently coalesce to form one word, but that are too closely connected in meaning to form two separate words; thus:

Door-knob, dancing-master, twenty-one, three-fifths, 3-inch board, 2½-inch pole, to-day, to-night, to-morrow, Anglo-Saxon, Sadler-Rowe Publishing Company, commander-in-chief.

Note.—In many instances, usage varies as to the employment of the hyphen, and, in consequence, it is difficult to give specific rules for the compounding of words; thus: *school-house* is written with the hyphen or as one word, *schoolhouse*. The following rules, however, are universally observed by careful writers:

Rule 1. Temporary compounds are hyphenated; thus:

(a) An adjective modifier consisting of an adjective and a noun, an adjective and a participle, two adjectives, or an adverb and a participle; as: “The took an *eight-mile* drive in the evening” (an adjective and a noun); “His *far-seeing* eyes rested on her face” (an adjective and a participle); “He had the *half-barbaric* superiority of the aristocrat” (two adjectives); “The stranger bowed with *well-bred* deference” (an adverb and a participle).

Note.—*Half* when used with either another adjective, a participle, or an adverb, is connected with it by a hyphen; thus: *half-barbaric* superiority (two adjectives);

half-frightened voice (adjective and participle); *half-hourly* intervals (adjective and adverb); *half-inch* space (adjective and noun).

Well and *ill* when used with a participle to form an adjective modifier, are always joined to the participle by a hyphen; but when used merely to modify a participle in the predicate, the hyphen is not employed; thus: "A *well-mannered* young man;" "An *ill-behaved* child," but "The young man was *well mannered*;" "The child was *ill behaved*." *Self* when used with an adverb, a noun, or another adjective, is always connected with it by a hyphen; thus: *self-confident*, or *self-assertive* (two adjectives); *self-asserting* (adjective and participle); *self-confidently* (adjective and adverb); *self-command* (adjective and noun).

(b) A phrase forming a temporary compound is hyphenated; thus: "A *never-to-be-forgotten* event;" "An *I-told-you-so* expression;" "An *unlooked-for* visitor."

Rule 2. The hyphen is used when, by its omission, an entirely different meaning would be conveyed; thus:

Bird's-eye (plant); *dog's-tooth* (grass).

Note that *bird's eye* or *dog's tooth* written without the hyphen would convey a different meaning.

Rule 3. The hyphen is used to divide words into the syllables of which they are composed, as when giving the pronunciation of a word, or when carrying a syllable to the next line.

This division of words in syllables is known as syllabication. The following are the most important principles to be observed:

(a) Words should be divided, when possible, according to their pronunciation, all letters necessary to the

pronunciation of each syllable being given; thus: *sis-ter*; *broth-er*; *moth-er*; *cous-in*; *hap-py*; *an-gel-ic*.

(b) Words should be divided according to their derivation, so as to separate the prefix, the suffix, or the grammatical ending from the rest of the word; thus: *re-mem-ber*; *re-solve*; *wid-ow*; *win-dow*; *sin-ful*; *soul-ful*.

(c) When the derivation and the pronunciation conflict, then precedence should be given to the latter; thus: *rep-re-sent* (not *re-pre-sent*); *ho-me-op-a-thy* (not *ho-me-o-path-y*).

Note that the syllables are divided in accordance with the pronunciation, but contrary to the derivation of the words; thus, according to the derivation of *represent*, the prefix *re* should be separated from the word *present*, whereas the word is divided in conformity with its pronunciation, which makes the vowel short in the syllable *rep*.

(d) When two or more vowels are placed together to form a diphthong or a triphthong, as the case may be, they must not be separated; as, *loy-al*; *joy-ous*; but when two or more vowels placed together do not form a diphthong or a triphthong, the vowels may be divided; thus: *a-e-ri-form*; *co-or-di-nate*.

(e) Two consonants or two aspirates or a consonant and an aspirate are usually separated, unless kept together by the operation of some other rule, as, for example, in paragraph *b*; thus: *col-lect*; *col-lar*; *hat-ter*; *en-ter*, but (*b*) *post-age*; *west-ern*.

Note.—There are several specific rules given by grammarians relatively to the placing of consonants, but they are, in the main, embodied in the foregoing rules; thus: the rule that a single consonant coming between two vowel sounds, must be placed with the first vowel if the

sound of the vowel is to be shortened, is embodied in the paragraph *a*, words should be divided according to their pronunciation; for example, in the word *study* (or *studies*) the consonant *d* is placed with the first vowel, *stud-y* (*stud-ies*), while in the word *student*, the consonant *d* is placed with the second vowel, *stu-dent*.

BUSINESS

COMPOUND WORDS: HOW TO HYPHENATE THEM

Note.—The following list of compound words, alphabetically arranged, shows when the hyphen is required, and when it is not.*

The words in italics are not hyphenated:

able-bodied	alarm-clock	<i>archchamberlain</i>
adjutant-general	all right	arm's-length
adjutants-general	Written as two words.	arm's-reach
advance-guard	Anglo-American	army-corps
<i>afterthought</i>	Anglo-Catholic	audit-house
<i>afterward</i> or	Anglo-Danish	audit-office
<i>afterwards</i>	Anglo-French	<i>backward</i> or
aide-de-camp	Anglo-Indian	<i>backwards</i>
aides-de-camp	Anglo-Irish	<i>backwood</i>
air-brake	Anglo-Normal	<i>backwoods</i>
air-castle	Anglo-Saxon	<i>backwoodsman</i>
air-cell	ankle-deep	baggage-car
air-chamber	<i>antechamber</i>	balance-sheet
air-cushion	<i>antedate</i>	Term used in book-keeping.
air-cylinder	<i>antemeridian</i>	balance-wheel
air-duct	ante-mortem	ball-bearing
air-gage	<i>anybody</i>	ball-lever
air-gun	<i>anyhow</i>	ballot-box
air-pump	any one	<i>balustrade</i>
a la carte	Usually written as two words.	bank-book
Written as three distinct words; dinner a la carte, meaning "by the card."	<i>anything</i>	bank-credit
	<i>anyway</i>	banquet-hall
<i>alamode</i>	<i>anywhere</i>	banquet-house
In the fashion.	<i>archbishop</i>	<i>barefaced</i>

*Compiled from the Century Dictionary by the author.

barrel-bayonet	<i>bedstone</i>	belt-shifter
base-ball	<i>beechnut</i>	belt-tightener
base-board	bee-culture	bench-clamp
basement-story	beef-cattle	bench-drill
basket-wood	beef-herd	bench-level
<i>basketwork</i>	<i>beefsteak</i>	bench-plane
basso-rilievo	<i>beehive</i>	bench-screw
bass-relief or	bee-line	bench-shears
bas-relief	<i>beeswax</i>	bench-show
<i>basswood</i>	beet-press	bench-warrant
bath-tub	<i>beforehand</i>	berth-deck
bath-room	bel esprit	bevel-angle
battering-gun	(Two words.) A	bevel-gear
battering-ram	fine genius or man	beveling-board
battering-train	of wit.	beveling-machine
battle-ax	beaux esprits (pl)	bevel-jack
battle-cry	Pronounced boz es-	bevel-square
battle-field	pre.	bilge-water
bay-leaf	<i>bellelettrist</i>	bill-board
bay-rum	Same as belletrist.	bill-book
bay-window	belles-lettres	billet-doux
beam-board	Polite or elegant	billet-head
beam-line	literature. Pro-	billets-doux
beam-sheller	nounced bel let'r.	bill-head
bearing-rein	<i>belletrist</i>	billiard-ball
<i>bearskin</i>	One devoted to bel-	billiard-cloth
beau-ideal	les-lettres.	billiard-cue
beau monde	<i>belletristic</i>	billiard-table
(Two words.)	Pertaining to belles-	bill-poster
bed-linen	lettres.	bio-bibliographi-
bed-lounge	bell-buoy	cal
<i>bedpost</i>	bell-hanger	Treating of or deal-
<i>bedridden</i>	bell-metal	ing with both the
bed-rock	bell-mouthed	life and the writ-
<i>bedroom</i>	bell-shaped	ings of an author.
<i>bedside</i>	bell-tower	birch-broom
bed-spring	belt-coupling	bird-cage
	belt-lacing	
	belt-pipe	
	belt-screw	

bird-catcher**bird-fancier****bird-seed****bird's-eye****bird's-nest****birthday****birth-mark****birthplace****birth-rate****birthright****bishophood****bishop-sleeve****bit-pincers****bit-stock****bit-strap****blackball****blackberry****blackboard****black-lead**

(noun)

blacklead (verb)

To cover with black-lead.

black-letter

Name of Gothic or Old English letter.

black-list (noun)**blacklist** (verb)**blackmail**

(noun or verb.)

black-pigment**blacksmith****blade-metal****blameworthy****blanc-mange**

or

blanc-manger**blank-book****blanket-clause**

A general clause framed so as to provide for a number of contingencies.

blanket-deposit

A kind of ore deposit.

blanket-mortgage**blast-engine****blast-furnace****blasting-cartridge****blasting-fuse****blasting-gelatin****blasting-needle****blasting-oil****blasting-tube****blast-lamp****blast-pipe**

The exhaust pipe of a steam-engine.

bleaching-liquid**bleaching-powder****blear-eyed****blendcorn**

Wheat and rye sown together.

bleu-de-roi

In ceramics, the name given to the cobalt-blue color in European porcelain.

blindfold**blind-ink**

A writing ink for the use of blind persons. On being applied to paper it swells, forming raised characters which can be read by the touch.

blindstitch**blockade-runner****block-bond**

Term used in brick-laying.

block-coal

A kind of coal.

blockhouse

A detached fort.

block-tin**blood-cell**

A blood corpuscle.

blood-heat**bloodhound****blood-poisoning****blood-red****blood-relation****bloodshed****blood-stain****bloodstone****bloodthirsty****blood-vessel****blood-warm****blotting-pad****blowpipe****bluecoat****blue-eyed****blue-grass**

A kind of grass.

blue-grass region**blue-jacket**

In the naval service, a sailor as distinguished from a marine; so called from the color of his jacket.

blue-laws

(The blue-laws of Connecticut.)

blue-mass	<i>bombshell</i>	<i>bookcase</i>
A drug.	Same as bomb.	A case with shelves for books.
blue-stocking	bon accord	book-case
A literary woman.	(Two words.) Agreement or good will,	In law, a recorded case.
<i>blunderbuss</i>	bona fide	book-holder
A short gun.	(Two words.) Good faith.	<i>bookkeeper</i>
boa-constrictor	<i>bonbon</i>	<i>bookkeeping</i>
boarding-house	A sugar plum.	book-learning
boarding-school	<i>bondholder</i>	book-lore
board-wages	bond-paper	book-mark
boat-builder	A kind of paper used for printing bonds.	book-notice
boat-hook	<i>bondsman</i>	book-rack
boat-house	One man who by bond becomes surety for another.	<i>bookseller</i>
<i>boatman</i>	<i>bondsman</i> (pl.)	book-store
boat-racing	<i>boneless</i>	book-worm
<i>boatswain</i>	bone-phosphate	boot-black
<i>boatwright</i>	bone-yard	<i>bootjack</i>
A boat-builder.	bon jour	boot-lace
bob-sled	(Two words.) Good-day; good-morning.	boot-last
bob-sleigh	bon mot	<i>bootmaker</i>
<i>bobstay</i>	(Two words.) A witticism.	boot-pattern
bock-beer	bonne bouche	boot-stretcher
body-guard	A dainty morsel.	border-land
body-servant	bon soir	boring-machine
bog-earth	(Two words.) Good-evening; good-night.	bowie-knife
bogie-engine	bon-ton	bow-knot
bog-land	Good tone; polite or fashionable society.	A kind of slip-knot
bog-oak	book-account	bowling-alley
bog-wood	<i>bookbinder</i>	bowling-green
Same as bog-oak.	<i>bookbindery</i>	<i>bowstring</i>
boiler-iron	book-binding	box-car
boiler-plate		boxing-glove
boiler-shop		boxing-match
boiling-point		box-money
bolting-cloth		box-office
bomb-proof		
Strong enough to resist the explosive force of shells.		

box-plait	<i>breastwork</i>	<i>broadsword</i>
A double fold or plait.	breathing-place	broken-hearted
box-seat	breathing-space	broken-winded
A seat in a theater-box or on the box of a coach.	<i>breathless</i>	Having short breath.
<i>boyhood</i>	*breeches-buoy	bronze-gold
brain-cavity	Apparatus used in the life-saving service.	broom-corn
One of the ventricles of the brain, the interior of the cranium or skull containing the brain.	breech-loader	broom-grass
brain-fag	bric-à-brac	<i>broomstick</i>
Mental fatigue, as from overwork.	<i>brickbat</i>	<i>brotherhood</i>
brain-fever	brick-dust	brother-in-law
<i>brainless</i>	brick-kiln	<i>browbeat</i>
brain-work	<i>bricklayer</i>	<i>brownstone</i>
<i>brakeman</i>	brick-mason	A kind of sandstone.
brake-wheel	brick-press	brush-wheel
branding-iron	Same as brick-machine.	<i>brushwood</i>
brand-new	brick-yard	<i>buckboard</i>
or	<i>bridegroom</i>	bucket-shop
bran-new	<i>bridesmaid</i>	buck-saw
brass-band	or	buck-shot
brass-bars	<i>bridemaid</i>	<i>buckskin</i>
brass-founder	<i>bridewell</i>	<i>buckwheat</i>
brass-furnace	bridle-path	buffalo-gnat
brazen-faced	bridle-rein	buffalo-robe
bread-basket	brigadier-general	buffer-bar
bread-knife	<i>brimstone</i>	<i>bugbear</i>
<i>breadwinner</i>	<i>broadbrimmed</i>	buggy-plow
<i>breakdown</i>	<i>broadcast</i>	bugle-call
breakfast	<i>broadcloth</i>	building-block
<i>breakwater</i>	broad-gage	Block used in ship-building.
breast-bone	broad-shouldered	building-lease
<i>breastpin</i>	<i>broadside</i>	A lease of land for a term of years.
<i>breastplate</i>	The whole side of a ship.	<i>bulldog</i>
	broad-speaking	bulletin-board
	broad-spoken	bullet-machine
		bullet-mold

bullet-probe	call-button	cast-iron
bullet-proof	call-loan	castle-builder
bull's-eye	A loan of money re- payable on demand.	cast-off
buoy-rope	camp-stool	castor-oil
The rope which fastens a buoy to an anchor.	cannel-coal	casus belli
burial-ground	cannon-ball	(Two words.)
burial-place	can-opener	catch-basin
butt-end	cap-a-pie	catch-drain
or	captain-general	<i>catchword</i>
but-end	carbon-paper	cats-paw
The blunt end of anything.	carbon-print	or
butter-and-eggs	car-brake	<i>catspaw</i>
Name of a plant.	car-coupling	cattle-pen
butter-box	card-basket	cattle-range
A box or vessel for butter.	<i>cardboard</i>	cattle-show
butter-knife	card-case	<i>causeway</i>
<i>butterman</i>	card-index	<i>cavalryman</i>
<i>buttermilk</i>	card-rack	cave-dweller
butter-mold	card-table	<i>copyright</i>
A mold in which pats of butter are shaped and stamped.	<i>cardtaker</i>	center-board
butter-tub	carpet-sweeper	<i>centerpiece</i>
button-fastener	carriage-piece	center-table
<i>buttonhole</i>	<i>carriageway</i>	century-plant
button-hook	car-spring	<i>cesspool</i>
buzz-saw	cart-load	chafing-dish
<i>bygone</i>	carving-fork	chain-gang
Past.	carving-knife	<i>chairman</i>
by-play	case-knife	chalk-line
<i>bystander</i>	case-lock	<i>chalkstone</i>
<i>cablegram</i>	cash-account	chamber-council
Colloquial term for telegram.	cash-book	<i>chambermaid</i>
<i>cabman</i>	cash-boy	<i>chancellorship</i>
<i>calfskin</i>	cash-credit	chancel-rail
	cash-day	chancel-table
	cast-gate	changing-house
	casting-net	<i>chaplainship</i>
		chapter-house

charcoal-drawing	chimney-top	clock-case
charcoal-pit	<i>chimneypiece</i>	clock-maker
<i>charewoman</i>	chimney-sweep	<i>clockwork</i>
chariot-race	or	<i>clodhopper</i>
charity-school	chimney-sweeper	clothes-basket
charnel-house	<i>Chinaman</i>	clothes-brush
<i>charwoman</i>	<i>chinaware</i>	clothes-horse
<i>chatterbox</i>	chin-strap	clothes-line
checker-board	chisel-point	clothes-pin
<i>checkerwork</i>	chit-chat	clothes-press
<i>checkmate</i>	church-goer	clothes-sprinkler
check-rein	church-going	cloud-burst
check-valve	<i>churchman</i>	cloud-capped
cheek-bone	church-member	or
cheese-cloth	cigar-case	cloud-capt
cheese-knife	clamp-iron	<i>cloudless</i>
cheese-maker	clam-shell	club-house
<i>cheesemonger</i>	<i>clansman</i>	<i>clubman</i>
chef-d'œuvre	clasp-hook	club-room
chemico-electric	clasp-knife	coach-fox
<i>chemicogalvanic</i>	clasp-lock	coach-dog
chess-board	class-fellow	<i>coachmaker</i>
<i>chessman</i>	class-leader	<i>coachman</i>
chess-player	<i>classman</i>	coal-bed
chest-measure	<i>classmate</i>	coal-bin
chest-tone	clay-colored	coal-car
or	<i>claymore</i>	coal-carrier
chest-voice	clear-cut	coal-field
cheval-glass	clear-headed	coal-gas
chewing-gum	clearing-house	coal-hod
chicken-pox	clear-sighted	coal-oil
chief-justiceship	<i>clergyman</i>	coal-pit
<i>chieftainship</i>	<i>clerkship</i>	coal-tar
<i>childhood</i>	<i>clientship</i>	<i>cobblestone</i>
<i>childless</i>	<i>clingstone</i>	<i>cocoanut</i>
child-wife	<i>clinkstone</i>	or
chimney-corner	cloak-room	<i>coconut</i>

<i>codfish</i>	corn-law	death-mask
coffee-cup	cotton-mill	death-point
coffee-mill	cotton-picker	death-rate
coffee-pot	council-board	death-trap
commander-in-	council-chamber'	death-warrant
chief	<i>councilman</i>	death-wound
commissary-	counting-house	deck-hand
agent	counting-room	deck-passenger
commissary-gen-	country-bred	deed-box
eral	<i>countryman</i>	deep-seated
commissary-ser-	<i>countrywoman</i>	<i>Deo volente</i>
geant	country-seat	(God willing.)
commission-mer-	county-seat	deposit-receipt
chant	coupling-valve	dessert-spoon
<i>committeeman</i>	court-yard	diamond-cutter
<i>congressman</i>	court-plaster	dinner-table
construction-way	<i>cowhide</i>	<i>downtrodden</i>
consulate-general	cow-killer	draft-book
contrary-minded	<i>cowpox</i>	<i>draftsman</i>
cool-headed	crab-apple	drainage-tube
<i>copperplate</i>	<i>cubbyhole</i>	draining-machine
<i>coppersmith</i>	cup-and-saucer	draining-pump
copy-book	<i>cupboard</i>	drain-pipe
<i>copyhold</i>	darning-needle	<i>drawback</i>
<i>copyholder</i>	daughter-in-law	<i>drawbridge</i>
copying-ink	<i>daybreak</i>	drawing-board
copying-machine	day-labor	drawing-master
copying-paper	day-laborer	drawing-materi-
copying-pencil	<i>daylight</i>	als
copying-ribbon	<i>deadhead</i>	drawing-room
<i>copyright</i>	dead-line	<i>drayman</i>
<i>corkscrew</i>	dead-lock	<i>dreamland</i>
corn-bread	or	dredging-machine
corn-cake	<i>deadlock</i>	dress-circle
corn-cob	death-agony	dress-coat
corn-field	death-bell	dress-goods
corn-fritter	death-dance	dressing-gown

<i>dressmaker</i>	<i>dyestuff</i>	emery-paper
dress-parade	dynamite-gun	emery-powder
dress-uniform	eagle-eyed	emery-wheel
drift-ice	gar-drum	empty-handed
<i>driftweed</i>	<i>carmark</i>	enamel-painting
<i>driftwood</i>	earnest-money	engine-house
drilling-machine	car-ring	engine-room
drill-master	ear-shot	<i>Englishman</i>
drill-plow	earth-born	<i>Englishwoman</i>
drill-press	<i>earthenware</i>	ensign-bearer
drill-sergeant	earthly-minded	entrance-hall
<i>dripstone</i>	<i>earthquake</i>	epoch-making
<i>driveway</i>	<i>earthwork</i>	equalizing-bar
drop-curtain	ear-trumpet	equilibrium-scale
drop-light	ear-witness	equilibrium-valve
drum-call	East-Indiaman	escape-valve
<i>drumhead</i>	easy-chair	etching-needle
drum-major	eating-house	evaporating-pan
<i>drumstick</i>	<i>eavesdropper</i>	<i>evenfall</i>
dry-as-dust	ebb-anchor	<i>evergreen</i>
dry-cure	ebb-tide	<i>everlasting</i>
dry-dock	eccentric-gear	ever-living
dry-goods	edge-rail	<i>everybody</i>
drying-house	edging-machine	every-day
due-bill	eduction-pipe	every one
<i>dugout</i>	egg-beater	(Two words.)
dumb-bell	egg-shell	<i>everything</i>
dumb-waiter	egg-tester	examination-
dump-cart	eider-down	paper
<i>dunghill</i>	eider-duck	exclamation-
dust-storm	elbow-room	mark
<i>Dutchman</i>	elf-fire	exclamation-point
duty-free	elf-land	exhaust-chamber
D-valve	<i>elsewhere</i>	exhaust-fan
dwelling-house	embossing-ma-	exhaust-nozzle
dwelling-place	chine	exhaust-valve
dyer-house	embossing-press	expansion-valve

express-bullet
 express-car
expressman
 express-train
 express-wagon
 extension table
eyeball
eyebrow
 eye-glass
eyehole
eyelash
 eyelet-hole
eyelid
eyesight
 eye-tooth
 eye-witness
 face-card
 face-guard
 face-plate
 face-valve
 fag-end
 faint-heart
 faint-hearted
 fair-ground
 fair-weather
 fairy-land
 faith-cure
 faith-healer
 falcon-eyed
 falling-star
 fallow deer
 false-faced
falsehood
fancystore
fancywork
 fan-jet
 fanning-mill

farewell
 far-fetched
 farm-building
 farm-hand
 farm-house
farmstead
 farm-yard
 fashion-piece
 fashion-plate
 fast-day
 father-in-law
fatherland
 fathom-line
 fatigue-call
 fatigue-dress
 fatigue-duty
 feast-day
 feather-bed
 feeble-minded
 feed-motion
 feed-pipe
 feed-pump
 felling-axe
 felling-machine
 fellow-being
 fellow-citizen
 fellow-country-
 man
 fellow-creature
 fellow-man
 felt-cloth
 femme-de-
 chambre
 fencing-school
 ferry-boat
ferryman
 fête-day

fever-blister
 fever-heat
 field-artillery
 field-battery
 field-colors
 field-day
 field-glass
 field-gun
 field-marshal
 field-telegraph
 fiend-like
figurehead
 file-mark
 filigree-work
 fine-cut
 finger-bowl
 finger-mark
 finger-tip
 finishing-press
 finishing-tool
 finnan-haddock
 fire-alarm
firearm
 fire-bell
 fire-boat
 fire-box
firebrand
 fire-brick
 fire-brigade
 fire-bucket
 fire-clay
 fire-company
 fire-cracker
 fire-damp
 fire-department
 fire-engine
 fire-escape

fire-extinguisher	flag-bearer	fly-leaf
<i>firefly</i>	flag-captain	<i>flyman</i>
fire-insurance	flag-lieutenant	fly-net
<i>firelight</i>	<i>flagman</i>	fly-rail
<i>fireman</i>	flag-officer	fly-tent
<i>fireplace</i>	flag-ship	fly-wheel
fire-plug	<i>flagstaff</i>	fob-chain
fire-proof	flag-station	focusing-glass
<i>fireside</i>	<i>flagstone</i>	<i>foeman</i>
fire-trap	flash-light	fog-bank
fire-wood	<i>flatboat</i>	fog-bell
<i>fireworks</i>	<i>Flathead</i>	fog-bound
fire-worship	flat-iron	fog-horn
first-begotten	<i>flaxseed</i>	fog-signal
first-class	fleet-footed	folding-machine
first-fruit	flesh-color	foliage-plant
first-rate	flesh-tint	folk-lore
fish-bait	fleur-de-lis	folk-song
fish-culture	flint-glass	<i>foolhardy</i>
fisher-boat	flint-lock	<i>foolscap</i>
<i>fisherfolk</i>	<i>flintstone</i>	<i>football</i>
<i>fisherman</i>	<i>flintware</i>	foot-board
fishing-banks	floating-lever	foot-bridge
fishing-ground	flood-cock	<i>footfall</i>
fishing-net	flood-gate	foot-gear
fishing-rod	flood-mark	foot-hill
fishing-smack	flood-tide	<i>foothold</i>
fishing-tackle	flour-barrel	<i>footlights</i>
fish-market	flour-mill	foot-line
<i>fishmonger</i>	flour-sifter	<i>footman</i>
fish-pond	flower-pot	foot-note
fish-roe	flow-ice	foot-path
fish-scale	flue-boiler	foot-press
fish-torpedo	fluting-machine	<i>footprint</i>
<i>fishwife</i>	flying-shot	foot-race
five-fingered	fly-blister	foot-rule
five-spot	flying-machine	foot-screw

foot-sore	<i>fountainhead</i>	frost-line
<i>footstep</i>	fountain-pen	<i>frostwork</i>
<i>footstool</i>	<i>fourfold</i>	frou-frou
foot-worn	four-poster	fruit-culture
<i>forcemeat</i>	<i>fourscore</i>	fuel-gas
force-pump	fourth-class	full-armed
fore-and-aft	fowling-piece	full-back
<i>forearm</i>	<i>foxhound</i>	full-blood
fore-deck	fox-hunt	full-dress
<i>forefather</i>	frame-house	furrowing-ma-
<i>foreground</i>	<i>framework</i>	chine
<i>forehead</i>	free-born	fuse-gage
foreman	<i>freedman</i>	fusel-oil
foremast	free-lance	fusil-mortar
<i>forenoon</i>	<i>freeman</i>	fusing-point
<i>forepart</i>	<i>Freemason</i>	gable-end
<i>foresail</i>	<i>freethinker</i>	gable-window
fore-sheet	free-trade	gala-day
<i>foresight</i>	free-will	gala-dress
<i>forestall</i>	freezing-point	galley-fire
forest-tree	freight-car	galley-proof
<i>forethought</i>	freight-house	galley-slave
<i>foretop</i>	freight-train	galley-work
<i>foretopman</i>	<i>Frenchman</i>	gallows-frame
<i>foretopmast</i>	<i>Frenchwoman</i>	gall-stone
for ever	fresco-painting	<i>gambrelroof</i>
<i>forthcoming</i>	fresh-blown	game-bag
<i>fortnight</i>	<i>freshman</i>	game-fowl
forty-five	fresh-water	<i>gamekeeper</i>
forty-knot	<i>fretwork</i>	game-law
forty-niner	friction-balls	gang-drill
foster-child	friction-gearing	gang-plank
foster-land	friction-match	<i>gangway</i>
foster-nurse	friction-wheel	garden-party
foster-parent	frigate-bird	garden-plot
foundation-stone	frock-coat	garden-stuff
<i>foundryman</i>	<i>frontiersman</i>	<i>garrison-artillery</i>

gas-burner	ginger-ale	<i>goodwife</i>
gas-company	<i>gingerbread</i>	good-will
gas-compressor	gin-house	gooseberry
gas-condenser	glass-blower	goose-flesh
gas-engine	glass-metal	goose-quill
gas-field	<i>glassware</i>	gouge-bit
gas-fixture	glass-works	governor-general
gas-lamp	glee-club	grain-car
gas-light	<i>gleeman</i>	grain-mill
gas-main	glow-lamp	grain-scale
gas-meter	glue-pot	grain-tin
gas-plant	gluten-bread	grain-weevil
gas-range	goatskin	grammar-school
gas-retort	go-cart	<i>grandchild</i>
gas-tank	<i>godchild</i>	grand-duke
gas-water	<i>godfather</i>	<i>grandfather</i>
gas-works	God-fearing	<i>grandmother</i>
gate-keeper	God-forsaken	granite-ware
<i>gateman</i>	<i>godlike</i>	granulating-
gate-money	<i>godmother</i>	machine
gate-post	God 'a-acre	grape-shot
<i>gateway</i>	gold-bearing	grass-green
gathering-board	gold-dust	grass-grown
gearing-chain	(properly	grass-linen
gear-wheel	golddust)	gravel-pit
gem-cutting	<i>goldenrod</i>	<i>gravestone</i>
gemel-window	<i>goldfish</i>	<i>graveyard</i>
<i>gentlefolk</i>	gold-foil	great-grand-
<i>gentleman</i>	gold-leaf	father
<i>gentlewoman</i>	gold-mine	greenback
germ-disease	gold-note	greengrocer
ghost-story	<i>goldsmith</i>	greenhouse
giant-powder	golf-club	greenroom
gift-horse	good-by	grill-room
gig-saddle	good-evening	grinding-machine
gig-saw	good-morning	grinding-mill
gilt-edged	good-night	<i>grindstone</i>

<i>gripman</i>	gun-wad	hand-grenade
<i>gripsack</i>	gutta-percha	<i>handkerchief</i>
<i>grist-mill</i>	<i>hackman</i>	hand-made
<i>groomsman</i>	hail-fellow	<i>handmaid</i>
<i>grotto-work</i>	<i>hailstone</i>	hand-organ
ground floor	hail-storm	hand-press
ground-hog	<i>hairbreadth</i>	hand-rail
ground-line	<i>haircloth</i>	hand-saw
ground-rent	hair-line	<i>handscrew</i>
ground-swell	hair-spring	<i>handspring</i>
<i>groundwork</i>	hair-work	hand-to-mouth
grub-saw	half-and-half	hand-work
guard-boat	half-breed	<i>handwriting</i>
guard-duty	half-brother	<i>hardware</i>
guard-house	half-dime	<i>headquarters</i>
guard-irons	half-dollar	<i>headstrong</i>
guard-mounting	half-hour	headway
guard-rail	half-length	health-officer
<i>guesswork</i>	half-mast	<i>hearsay</i>
guest-chamber	half-measure	heavy-weight
guide-bar	half-moon	<i>henceforth</i>
guide-book	half-pay	<i>hereafter</i>
guide-post	half-price	<i>hereby</i>
guide-ropes	half-shell	<i>hereof</i>
<i>guildhall</i>	half-sister	<i>hereupon</i>
guinea-fowl	half-sole	<i>herewith</i>
<i>gunboat</i>	half-way	<i>herself</i>
gun-carriage	half-year	hiding-place
<i>guncotton</i>	<i>hallway</i>	high-born
gunny-bags	halyard-rack	high-bred
gunny-cloth	hand-bag	<i>highway</i>
<i>gunpowder</i>	<i>handbill</i>	<i>himself</i>
gun-reach	<i>handbook</i>	hind-foremost
<i>gunshot</i>	hand-car	<i>hindsight</i>
<i>gunsmith</i>	<i>handcuff</i>	hinge-joint
gun-stock	hand-glass	<i>hogshead</i>

<i>holdback</i>	<i>household</i>	<i>index-finger</i>
<i>holystone</i>	<i>housekeeper</i>	<i>index-gage</i>
<i>home-coming</i>	<i>housemaid</i>	<i>india-rubber</i>
<i>homelike</i>	<i>house-physician</i>	<i>indwelling</i>
<i>home rule</i>	<i>house-surgeon</i>	<i>infant-class</i>
<i>homesick</i>	<i>housetop</i>	<i>infantryman</i>
<i>homespun</i>	<i>housewife</i>	<i>ingot-iron</i>
<i>homestead</i>	<i>humankind</i>	<i>ingrowing</i>
<i>homeward-bound</i>	<i>hundredweight</i>	<i>inkstand</i>
<i>honey-cell</i>	<i>hunting-box</i>	<i>inland</i>
<i>honeycomb</i>	<i>hunting-ground</i>	<i>innkeeper</i>
<i>honeymoon</i>	<i>hunting-watch</i>	<i>insect-powder</i>
<i>hoop-iron</i>	<i>hunter</i>	<i>inside</i>
<i>hoop-skirt</i>	<i>hurricane-deck</i>	<i>inspector-general</i>
<i>horror-stricken</i>	<i>husbandman</i>	<i>invalid-chair</i>
<i>horse-artillery</i>	<i>husking-bee</i>	<i>invoice-book</i>
<i>horseback</i>	<i>hymn-book</i>	<i>Irish-American</i> .
<i>horse-car</i>	<i>iceberg</i>	<i>Irishman</i>
<i>horse-guards</i>	<i>ice-boat</i>	<i>iron-bound</i>
<i>horsehair</i>	<i>ice-cap</i>	<i>iron-clad</i>
<i>horse-jockey</i>	<i>ice-chest</i>	<i>ironclad</i>
<i>horseman</i>	<i>ice-cold</i>	<i>iron-foundry</i>
<i>horse-race</i>	<i>ice-cream</i>	<i>iron-gray</i>
<i>horseshoe</i>	<i>ice-field</i>	<i>ironing-board</i>
<i>horsewhip</i>	<i>ice-house</i>	<i>iron-mould</i>
<i>horsewoman</i>	<i>ice-tongs</i>	<i>iron-rust</i>
<i>hose-cart</i>	<i>ice-wagon</i>	<i>ironsides</i>
<i>hose-company</i>	<i>ice-water</i>	<i>ironwork</i>
<i>hose-coupling</i>	<i>ideal-realism</i>	<i>iron-worker</i>
<i>hose-reel</i>	<i>idle-wheel</i>	<i>iron-works</i>
<i>hotbed</i>	<i>idol-worship</i>	<i>ivory-black</i>
<i>hothouse</i>	<i>ill-advised</i>	<i>ivory-paper</i>
<i>hour-glass</i>	<i>ill-treat</i>	<i>ivory-white</i>
<i>hour-hand</i>	<i>inasmuch</i>	<i>ivory-yellow</i>
<i>hour-line</i>	<i>incense-burner</i>	<i>jack-knife</i>
<i>house-boat</i>	<i>income</i>	<i>jack-plane</i>

jack-rabbit	<i>knickknack</i>	lath-brick
<i>jackstone</i>	knife-blade	latter-day
jail-delivery	knight-errant	lattice-window
jamb-post	<i>knighthood</i>	<i>latticework</i>
jaw-bone	knitting-machine	laughing-gas
jet-black	labeling-machine	laundry-maid
jockey-club	laboratory-forge	<i>laundryman</i>
jointing-machine	labor-market	law-abiding
journal-book	labor-saving	<i>lawbreaker</i>
journal-box	labor-union	<i>lawmaker</i>
<i>journeyman</i>	lace-making	lawn-mower
judge-advocate	lacquer-ware	lawn-tennis
judgment-day	<i>ladylike</i>	law-officer
judgment-note	lake-dweller	<i>lawsuit</i>
junk-dealer	<i>lambskin</i>	lay-figure
<i>junkman</i>	lamb's wool	<i>layman</i>
junk-shop	<i>lampblack</i>	lead-colored
jury-box	lamp-chimney	lead-line
<i>juryman</i>	<i>lamplight</i>	lead-pencil
keen-witted	<i>lamplighter</i>	leaf-gold
<i>keepsake</i>	lamp-wick	leaf-lard
<i>kettledrum</i>	land-breeze	leaf-mold
<i>keyboard</i>	land-compass	lean-to
key-file	<i>landholder</i>	<i>leasehold</i>
<i>keyhole</i>	<i>landlady</i>	leave-taking
key-note	<i>landlocked</i>	lecture-room
<i>keystone</i>	<i>landlord</i>	ledger-blade
<i>kindergarten</i>	<i>landmark</i>	<i>leeward</i>
kindling-wood	land-office	<i>leeway</i>
<i>kingship</i>	<i>landscape</i>	left-handed
<i>kinsman</i>	landscape-gar-	legal-tender
<i>kinswoman</i>	dening	lese-majesty
kitchen-garden	landscape-painter	letter-box
kitchen-maid	<i>landslide</i>	letter-carrier
<i>knapsack</i>	lap-board	letter-file
knee-breeches	latch-key	letter-head
knee-deep	latch-string	letter-paper

letter-perfect	<i>liveryman</i>	<i>madstone</i>
letter-press	livery-stable	magnifying-glass
level-headed	living-room	mail-bag
lever-engine	load-line	mail-car
lever-jack	loan-office	mail-carrier
lieutenant-colonel	lock-box	mail-catcher
lieutenant-com-	<i>lockjaw</i>	mailing-machine
mander	<i>lockout</i>	mail-matter
lieutenant-gov-	<i>locksmith</i>	mail-pouch
ernor	lock-step	mail-train
life-belt	<i>lodestone</i>	main-deck
life-boat	lodging-house	<i>mainland</i>
life-car	logging-camp	<i>mainmast</i>
life-estate	log house	main-rigging
life-giving	log-roller	<i>mainsail</i>
life-history	<i>longhand</i>	<i>maintopmast</i>
life-interest	long-lived	maintopsail-yard
<i>lifelong</i>	long-primer	major-general
life-preserver	long-range	make-believe
life-saving	<i>longshoreman</i>	<i>makeshift</i>
life-size	long-suffering	malt-house
<i>lifetime</i>	<i>loophole</i>	<i>manhole</i>
light-horse	love-token	<i>mankind</i>
<i>lighthouse</i>	loving-cup	man-of-war
lightning-proof	Low-German	manor-house
lime-kiln	<i>lowland</i>	man-servant
lime-light	low-pressure	mansion-house
<i>limestone</i>	lubricating-oil	<i>manslaughter</i>
lime-wash	<i>lumberman</i>	<i>mantelpiece</i>
lime-water	lumber-room	mantel-shelf
<i>lineman</i>	lumber-yard	<i>manway</i>
<i>linseed</i>	lump-sugar	<i>Manxman</i>
linseed-oil	lynx-eyed	<i>Manxwoman</i>
lion-hearted	machine-made	market-garden
lip-language	machine-shop	market-place
lip-reading	<i>madhouse</i>	marking-machine
<i>livelong</i>	<i>madman</i>	<i>marksman</i>

<i>marshland</i>	<i>midshipman</i>	<i>moderator-lamp</i>
<i>mass-meeting</i>	<i>midstream</i>	<i>moleskin</i>
<i>master-at-arms</i>	<i>midsummer</i>	<i>money-broker</i>
<i>masterpiece</i>	<i>midway</i>	<i>money-lender</i>
<i>master-stroke</i>	<i>mile-post</i>	<i>money-market</i>
<i>masthead</i>	<i>mile-stone</i>	<i>money-matter</i>
<i>match-box</i>	<i>milk-can</i>	<i>money-order</i>
<i>match-shooting</i>	<i>milking-stool</i>	<i>monkey-engine</i>
<i>maybe</i>	<i>milkmaid</i>	<i>monkey-hammer</i>
<i>May-pole</i>	<i>milkman</i>	<i>monkey-wrench</i>
<i>May-queen</i>	<i>milk-tester</i>	<i>moonbeam</i>
<i>meantime</i>	<i>milk-warm</i>	<i>moonlight</i>
<i>meanwhile</i>	<i>mill-dam</i>	<i>moonstone</i>
<i>measuring-chain</i>	<i>mill-driver</i>	<i>moor-grass</i>
<i>measuring-tape</i>	<i>mill-pond</i>	<i>mooring-block</i>
<i>measuring-wheel</i>	<i>mill-race</i>	<i>mooring-post</i>
<i>meat-chopper</i>	<i>mill-wheel</i>	<i>moorland</i>
<i>meat-saw</i>	<i>millwright</i>	<i>moreover</i>
<i>medicine-chest</i>	<i>mince-meat</i>	<i>mortar-bed</i>
<i>meeting-house</i>	<i>mind-reader</i>	<i>mortar-board</i>
<i>melting-furnace</i>	<i>mind-transfer-</i>	<i>mortar-boat</i>
<i>melting-pan</i>	<i>ence</i>	<i>mortise-bolt</i>
<i>memorandum-</i>	<i>mining-camp</i>	<i>mortise-chisel</i>
<i>book</i>	<i>mining district</i>	<i>mortise-lock</i>
<i>memorial-stone</i>	<i>minute-book</i>	<i>mortising-ma-</i>
<i>merry-go-round</i>	<i>minute-hand</i>	<i>chine</i>
<i>merrymaking</i>	<i>minute-man</i>	<i>mosquito-netting</i>
<i>mess-deck</i>	<i>miracle-play</i>	<i>moss-agate</i>
<i>mess-table</i>	<i>mission-school</i>	<i>mother-country</i>
<i>metal-casting</i>	<i>miter-box</i>	<i>mother-in-law</i>
<i>metal-work</i>	<i>miter-joint</i>	<i>mother-lye</i>
<i>midday</i>	<i>miter-plane</i>	<i>mother-of-pearl</i>
<i>middle-aged</i>	<i>miter-square</i>	<i>mother-tongue</i>
<i>middleman</i>	<i>mizzenmast</i>	<i>motor-car</i>
<i>midland</i>	<i>mock-heroic</i>	<i>molding-machine</i>
<i>Mid-Lent</i>	<i>modelling-clay</i>	<i>mound-builder</i>
<i>midnight</i>	<i>modelling-tools</i>	<i>mountain-chain</i>

house-trap	needle-gun	north-northwest
moustache-cup	needlewoman	northwest
mouth-organ	needlework	nosegay
<i>mouthpiece</i>	nerve-cell	note-book
mowing-machine	nerve-center	notion-counter
mud-bath	nerve-force	<i>notwithstanding</i>
mud-scow	nerve-tissue	<i>nowadays</i>
muley-axle	nest-egg	<i>nowhere</i>
muley-saw	<i>nevermore</i>	numbering-ma-
multiplying-lens	<i>nevertheless</i>	chine
multiplying-wheel	new-born	nurse-maid
mummy-case	New-Englander	<i>nutcracker</i>
mummy-cloth	New-Mexican	nutmeg-grater
music-box	news-agent	nut-oil
music-hall	<i>newsboy</i>	<i>nutshell</i>
music-stand	<i>newspaper</i>	oar-lock
music-stool	New-year	<i>oarsman</i>
musket-proof	New-Yorker	<i>oatmeal</i>
musket-shot	nickel-plated	oat-mill
musk-ox	<i>nickname</i>	object-lesson
<i>muskrat</i>	night-bell	object-object
mussel-shell	<i>nightfall</i>	oblique-angled
mustard-poultice	night-lamp	observation-car
muster-roll	<i>nightmare</i>	obtuse-angled
muzzle-loader	night-time	Odd-fellow
muzzle-strap	night-watch	odd-looking
<i>namesake</i>	night-watchman	<i>offhand</i>
narrow-gage	<i>ninepins</i>	office-holder
native-born	<i>nobleman</i>	office-seeker
nature-worship	noble-minded	<i>offset</i>
navy-bill	<i>nobody</i>	<i>offshoot</i>
navy-register	<i>nonesuch</i>	<i>offspring</i>
navy-yard	<i>noonday</i>	<i>oftentimes</i>
neck-bearing	<i>Norseman</i>	oil-can
neck-chain	North-American	oil-cloth
<i>necklace</i>	North-Carolinian	oil-factory
<i>neckwear</i>	north-northeast	oil-gage

oil-gland	<i>outbalance</i>	over-righteous
<i>oilman</i>	<i>outbid</i>	<i>overripe</i>
oil-mill	<i>outbreak</i>	<i>overseer</i>
oil-painting	<i>outbuilding</i>	<i>overshadow</i>
oil-press	<i>outcast</i>	<i>overstep</i>
oil-refining	<i>outcome</i>	<i>overtake</i>
<i>oilskin</i>	<i>outcry</i>	<i>overthrow</i>
oil-stove	<i>outdistance</i>	<i>overtime</i>
oil-tank	<i>outdoors</i>	<i>overvalue</i>
oil-well	<i>outfit</i>	over-violent
olive-branch	<i>outgeneral</i>	<i>overweight</i>
olive-oil	<i>outgrow</i>	ox-gall
on-coming	<i>outlast</i>	ox-hide
one-eyed	<i>outlay</i>	oxidizing-furnace
<i>oneself</i>	<i>outlook</i>	ox-team
<i>onlooker</i>	<i>outnumber</i>	oyster-bank
open-air	out-of-doors	oyster-boat
<i>openwork</i>	<i>outpost</i>	oyster-culture
opera-glass	<i>outpouring</i>	<i>oysterman</i>
opera-house	<i>outrun</i>	oyster-rock
opera-singer	<i>outspoken</i>	ozone-paper
operating-table	<i>outvote</i>	packet-ship
opium-eater	outward-bound	<i>packhorse</i>
opium-habit	<i>outwit</i>	packing-case
orange-blossom	<i>overalls</i>	pack-load
<i>Orangeman</i>	over-anxious	paddle-box
orange-peel	<i>overawe</i>	paddle-wheel
order-book	<i>overboard</i>	<i>painstaking</i>
ordnance-office	<i>overcast</i>	paint-brush
ordnance-officer	<i>overcharge</i>	palace-car
ore-deposit	<i>overcome</i>	pall-bearer
organ-grinder	over-confident	palm-oil
organ-loft	<i>overestimate</i>	pampas-grass
organ-pipe	<i>overflow</i>	panel-picture
orphan-asylum	<i>overgrown</i>	panic-stricken
ostrich-farm	<i>overhead</i>	paper-hanger
ostrich-feather	<i>overpower</i>	paper-mill

paper-shell	<i>pawnshop</i>	<i>pickaxe</i>
paper-weight	pawn-ticket	picket-fence
papier-mâché	pay-inspector	picket-guard
parade-ground	<i>paymaster</i>	picket-line
paraffin-oil	pay-roll	<i>pickpocket</i>
parcel-post	peace-offering	picture-gallery
parchment-skin	peace-officer	<i>piecemeal</i>
paring-machine	pea-jacket	piece-work
parlor-car	pearl-fishery	pier-glass
parlor-organ	peat-bog	pigeon-fancier
parole-arrest	pebble-stone	<i>pigeonhole</i>
part-owner	<i>pebbleware</i>	pigeon-house
party-color	pell-mell	pig-iron
party-man	pencil-compass	pig-lead
party-wall	pencil-drawing	pig-metal
passage-money	pencil-sketch	<i>pigskin</i>
<i>passageway</i>	<i>penholder</i>	pile-dam
passenger-car	<i>pennyweight</i>	pile-driver
passenger-ship	penny-wise	<i>pilework</i>
passenger-train	pepper-box	pilot-boat
passe-partout	<i>peppercorn</i>	pilot-engine
passer-by	pepper-mill	pilot-house
passion-play	<i>peppermint</i>	pilot-light
<i>passport</i>	percussion-bullet	pince-nez
<i>password</i>	percussion-cap	<i>pincushion</i>
<i>pasteboard</i>	percussion-gun	<i>pineapple</i>
paste-pot	percussion-	pine-cone
past-perfect	powder	pine-knot
pastry-cook	perfecting-press	pine-oil
pasture-land	perforating-ma-	pin-head
<i>patchwork</i>	chine	pin-point
patent-right	petroleum-car	pipe-clay
<i>patrolman</i>	petroleum-still	pipe-coupling
pattern-wheel	<i>pewholder</i>	pipe-covering
paving-stone	pew-rent	pipe-cutter
paving-tile	<i>phonograph</i>	pipe-line
<i>pawnbroker</i>	piano-stool	pipe-organ

pipe-stem	plumb-line	post-haste
pistachio-nut	plumb-rule	<i>postman</i>
pistol-shot	plummet-level	<i>postmark</i>
piston-head	plunger-piston	<i>postmaster</i>
piston-pump	pocket-book	postmaster-gen-
piston-rod	<i>pocketbook</i>	eral
piston-valve	pocket-edition	<i>postmeridian</i>
piston-whistle	pocket-handker-	post-mortem
pitch-black	chief	post-nuptial
<i>pitchfork</i>	pocket-knife	post-office
<i>pitfall</i>	pocket-pistol	post-paid
pivot-gearing	point-blank	post-trader
pivot-gun	pointing-machine	pottery-ware
pivot-man	point-lace	poultry-farm
plague-spot	polarization-	poultry-yard
plain-dealer	microscope	pound-foolish
<i>plainsman</i>	pole-chain	pound-keeper
plaiting-machine	<i>policeman</i>	pound-weight
plane-guide	policy-holder	<i>pourparler</i>
planer-vise	polishing-ma-	pousse-café
planing-machine	chine	poverty-stricken
planing-mill	polishing-powder	powder-flask
plate-armor	polka-dot	powder-horn
plate-glass	polling-booth	powder-magazine
plate-iron	poll-tax	powder-mill
<i>playbill</i>	pontoon-bridge	powder-mine
<i>playfellow</i>	poor-farm	powder-puff
<i>playground</i>	<i>poorhouse</i>	power-house
playing-card	porcelain-cement	power-machine
<i>plaything</i>	porcelain-clay	power-press
<i>playwright</i>	porte-bonheur	<i>praiseworthy</i>
play-writer	porte-cochère	prayer-book
pleasure-ground	portrait-painter	prayer-meeting
pleasure-trip	postage-stamp	present-perfect
plowing-machine	postal-card	press-agent
<i>plowshare</i>	post-card	<i>pressman</i>
plumb-level	post-free	press-mark

press-proof	pruning-knife	quilting-bee
<i>pressroom</i>	psalm-book	quilting-frame
pressure-bar	pulley-block	<i>quitclaim</i>
pressure-gage	pulley-wheel	quotation-mark
<i>presswork</i>	pulp-engine	race-course
price-list	pulp-mill	race-horse
price-tag	pumice-stone	race-track
prie-dieu	pump-gear	<i>raceway</i>
<i>priestcraft</i>	pump-handle	rack-saw
priming-machine	pump-room	radius-saw
priming-powder	pump-well	<i>raftsman</i>
printing-house	punching-bag	<i>ragman</i>
printing-ink	purse-proud	rag-shop
printing-machine	pursing-block	rail-guard
printing-office	pursing-gear	<i>railroad</i>
printing-press	push-button	rail-saw
printing-tele-	putty-knife	rail-splitter
graph	quadrant-com-	<i>railway</i>
prison-bars	pass	railway-crossing
prison-ship	quarry-faced	railway-switch
prison-van	quarrying-ma-	railway-tie
prize-court	chine	<i>rainbow</i>
prize-fight	<i>quarryman</i>	rain-drop
prize-money	quarry-slave	<i>rainfall</i>
produce-exchange	quarter-back	rain-gage
produce-merchant	quarter-boat	rain-maker
profit-sharing	quarter-deck	rain-storm
proof-reader	<i>quartermaster</i>	rain-water
proof-sheet	quartermaster-	<i>ramrod</i>
propeller-engine	general	<i>ramshackle</i>
propeller-shaft	quarter-rail	range-lights
propeller-wheel	quarter-section	<i>rarebit</i>
property-tax	<i>quicklime</i>	<i>rawhide</i>
prose-writer	quick-march	razor-strop
proving-ground	<i>quicksand</i>	reading-desk
provision-mer-	<i>quicksilver</i>	ready-made
chant	<i>quickstep</i>	reaming-iron

reaping-machine	rice-plantation	roller-towel
rear-admiral	ridge-roof	rolling-mill
receipt-book	riding-habit	rolling-pin
receiving-vault	<i>riffraff</i>	roll-top
reception-room	rifle-ball	roof-guard
reclining-chair	<i>rifleman</i>	roof-tree
recreation-	rifle-range	room-mate
ground	rifle-shot	root-beer
recruiting-party	rigging-loft	rope-walker
red-letter	right-angled	rose-bush
reed-instrument	<i>rinderpest</i>	rose-cut
reed-organ	<i>ringleader</i>	rose-water
reel-cotton	ring-master	<i>rosewood</i>
refrigerating-	rip-saw	rouge-et-noir
chamber	river-bottom	rough-dry
refrigerating-	river-craft	rough-rider
machine	<i>riverside</i>	<i>roughshod</i>
refrigerator-car	river-water	<i>Roundhead</i>
register-office	riveting-machine	<i>roundhouse</i>
rendering-tank	riving-machine	round-robin
rent-free	road-bed	or
repair-shop	road-machine	roundrobin
request pro-	<i>roadman</i>	<i>rowboat</i>
gramme	road-surveyor	<i>rowlock</i>
requiem-mass	<i>roadway</i>	rubbish-heap
rest-cure	robe-de-chambre	rubble-stone
resting-place	rock-bound	rubble-work
retort-house	rock-crowned	rudder-chain
return-cargo	rock-crystal	ruling-machine
return-ticket	rock-drill	<i>runabout</i>
revenue-officer	rocking-chair	<i>runagate</i>
reversing-gear	rock-oil	<i>runaway</i>
rib-bone	rock-salt	rush-bottomed
rice-field	rod-iron	rush-candle
rice-flour	<i>rodman</i>	<i>rushlight</i>
rice-mill	roller-mill	rust-proof
rice-paper	roller-skate	Sabbath-breaker

Sabbath-school	sand-hill	school-time
sachet-powder	<i>sandpaper</i>	scissors-grinder
<i>sackcloth</i>	sand-pump	scoop-net
sack-coat	<i>sandstone</i>	'scouring-machine
saddle-bag	sand-storm	scrap-book
saddle-girth	sang-de-boeuf	scrap-heap
saddle-horse	sang-froid	scrap-iron
sad-iron	sash-fastener	scrap-metal
safe-conduct	sash-frame	screech-owl
<i>safeguard</i>	satin-finish	screening-ma-
safe-keeping	<i>satinwood</i>	chine
safety-lamp	<i>saucepan</i>	screw-driver
safety-pin	savoir-faire	screw-wrench
safety-razor	savoir-vivre	scroll-saw
safety-valve	<i>sawdust</i>	<i>scrollwork</i>
sage-green	<i>sawhorse</i>	scrubbing-board
sago-palm	<i>sawmill</i>	scrubbing-brush
<i>sailboat</i>	saw-vise	scrub-oak
sail-cloth	S-brake	<i>scythemán</i>
sailing-master	<i>scalework</i>	sea-biscuit
sailing-orders	scalping-knife	<i>seaboard</i>
<i>sailmaker</i>	scalp-lock	sea-breeze
<i>saintlike</i>	<i>scapegoat</i>	sea-captain
<i>salesman</i>	<i>scapcgrace</i>	sea-coast
<i>salesroom</i>	<i>scarecrow</i>	<i>seafarer</i>
<i>saleswoman</i>	scarf-pin	sea-foam
salmon-fishing	scene-painter	sea-going
salt-box	scene-shifter	sea-green
salt-cellar	scent-bottle	sea-level
salt-rheum	school-board	sealing-wax
salt-water	school-book	seal-press
sample-card	school-boy	<i>seaman</i>
<i>sandalwood</i>	<i>schoolcraft</i>	seaming-machine
sand-bank	school-days	sea-monster
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sand-brake	<i>schoolmaster</i>	<i>seascape</i>
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<i>seasick</i>	sentry-box	shingle-mill
<i>seaside</i>	serpent-like	shingle-roofed
sea-wall	servant-girl	ship-biscuit
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self-deceit	sheep-cote	snow-drift
self-defense	<i>sheepfold</i>	<i>snowfall</i>
self-destruction	sheep-market	<i>snowflake</i>
self-esteem	sheep-pen	snow-plow
self-evident	sheep-shears	snow-shed
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soda-fountain	<i>speechmaker</i>	shooting-box
soda-water	speed-gage	shooting-gallery
sofa-pillow	speed-indicator	shooting-jacket
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<i>somehow</i>	sperm-oil	<i>shortcake</i>
<i>somewhere</i>	spider-web	short-circuit
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<i>soothsayer</i>	<i>spillway</i>	<i>shorthand</i>
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sounding-lead	spinning-machine	shot-gun
sounding-line	spinning-wheel	shot-tower
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South-American	spirit-world	shoulder-strap
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signal-gun	sky-high	staff-duty
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<i>truckman</i>	<i>undergo</i>	vacuum-valve
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<i>trustworthy</i>	<i>underlie</i>	vanilla-bean

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